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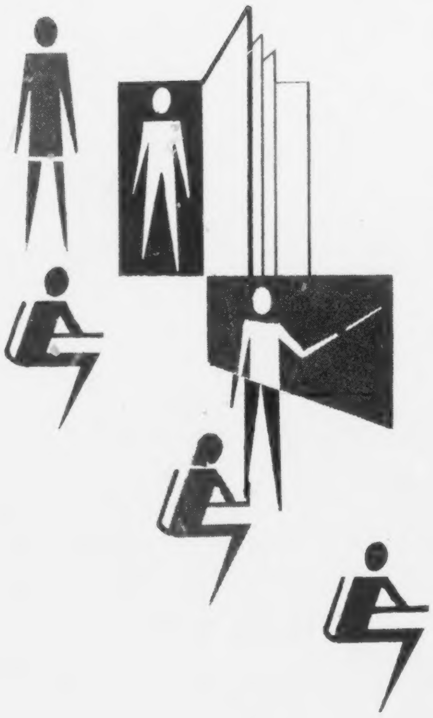
ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Author, subject, and document number indexes provide entry to the abstracts. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 015 387). Others are available from the sources identified in the abstract. (CD)

ED 062570

VOLUME 5
NUMBER 2
1972



ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
1900 Kenny Rd., Columbus, Ohio, 43210

VT 015 409

MISSION OF THE CENTER

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 5 NUMBER 2

1972

The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education

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INTRODUCTION

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, following this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

SAMPLE RESUME

VT 013 122   ED 052 327

Richards, F.L.

Outlines of Courses in Ornamental Horticulture.

Pennsylvania State Univ., University Park.
Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C.
Div. of Adult, and Vocational Research.

EDRS PRICE MF-$0.65 HC-$3.29

Teacher-Educ-Ser-v12-n1

Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).

Pub Date - 71 56p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

Accession Number -- identification number sequentially assigned to reports as they are processed.

Author(s)

EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy.

Report Number and Bureau Number would appear here.

Publication date and total number of printed pages.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Grant Number, Contract Number, and Program Area Number would appear here.

Available source(s) if known at time of printing. Cost is included.

Descriptors--subject terms assigned to characterize substantive contents. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's initials.

SUBSCRIPTIONS TO AIM

Abstracts of Instructional Materials in Vocational and Technical Education may be ordered by subscription at $11.00 for one year; $18.00 for two years; and $27.00 for three years. AIM has been published quarterly since the Fall of 1967. Back subscription orders are available beginning Fall, 1968.

When ordering a current subscription, indicate the volume (Volume 5 = 1972) and issue number with which it is to begin.

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ED 055 251	Fall 1971	($6.58)
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Spring 1970	ED 041 177	$48.25
Summer 1970	ED 042 931	52.75
Fall 1970	ED 045 856	47.75
Winter 1970	ED 049 382	34.76
Spring 1971	ED 052 390	53.24
Summer 1971	ED 053 339	43.56
Fall 1971	ED 056 238	67.98
Vol. 5 No. 1 1972	(See May '72 RIE)	67.76

(Prices effective June 1971)

ERRATA

VT 006 149 will not be available on microfiche since it was considered out of date and was withdrawn from the system. The abstract, however, was inadvertently included in AIM Vol. 5 No. 1, 1972.

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ABSTRACTS

VT 000 932
FOOD STORE ORGANIZATION--A MANAGEMENT COURSE. PART I.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.
TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - JUL66 116P.

DESCRIPTORS - *FOOD STORES; *PHYSICAL FACILITIES; *TEACHING GUIDES; *RETAILING; MANAGEMENT; *MANUALS

ABSTRACT - PART I OF A 2-PART COURSE, THIS MANUAL IS FOR INSTRUCTOR USE IN PRESENTING A UNIT DESIGNED TO STIMULATE FOOD STORE OWNERS, MANAGERS, AND OPERATORS TO IMPROVE THEIR PHYSICAL ORGANIZATION PLAN. FIVE 2-HOUR SESSIONS ARE OUTLINED COVERING: (1) YOUR STORE'S PERSONALITY, (2) MODERNIZATION, (3) SELF-SERVICE? THEN DEPARTMENTIZE, (4) LET'S PLAN PRACTICAL LAYOUT, AND (5) GOOD HOUSEKEEPING HELPS TO SPELL SUCCESS. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) SUGGESTIONS FOR TEACHER AND AN INSTRUCTIONAL OUTLINE, AND (5) CONTENT. PART II OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 933. (AW)

VT 000 933
FOOD STORE OPERATING PROCEDURES--A MANAGEMENT COURSE. PART II.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.
TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - MAY66 120P.

DESCRIPTORS - *FOOD STORES; *RETAILING; *RECORDKEEPING; *MANAGEMENT; CREDIT (FINANCE); COSTS; *TEACHING GUIDES

ABSTRACT - PART II OF A FOOD STORE MANAGEMENT COURSE, THIS UNIT WAS PREPARED FOR THE USE OF INSTRUCTORS PRESENTING PROCEDURES FOR THE SUCCESSFUL OPERATION OF FOOD STORES. COURSE MATERIAL IS DESIGNED FOR FIVE 2-HOUR SESSIONS COVERING: (1) PROFIT FROM STORE RECORDS, (2) RECORD KEEPING, (3) CREDIT PRACTICES FOR GROCERS, (4) GROCERY ADVERTISING, AND (5) HOW TO CONTROL EXPENSES. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) A TEACHING OUTLINE WITH SUGGESTIONS TO TEACHERS, AND AN INSTRUCTIONAL OUTLINE, (5) CONTENT, AND (6) HANDOUT MATERIAL. PART I OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 932. (AW)

VT 001 724
APPLIED ARITHMETIC FOR DISTRIBUTION. A DISTRIBUTIVE EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($3.00).
PUB DATE - SEP66 103P.

DESCRIPTORS - *INDIVIDUAL INSTRUCTION; *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *ARITHMETIC; SECONDARY EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - DESIGNED BY A SUBJECT MATTER SPECIALIST FOR AN INSTRUCTIONAL MATERIALS LABORATORY, THIS MANUAL IS FOR STUDENT USE IN HIGH SCHOOL OR JUNIOR COLLEGE DISTRIBUTIVE EDUCATION PROGRAMS. PROBLEMS AND INFORMATION ARE PRESENTED IN ASSIGNMENT FORM TO PROVIDE THE TRAINEE WITH FUNDAMENTAL SKILLS OF ARITHMETIC APPLICATION TO MERCHANDISING PROBLEMS, AND TO SUPPLEMENT ARITHMETIC DRILLS TEACHING SPEED AND ACCURACY IN THE COMPUTATION OF WHOLE NUMBERS, FRACTIONS, AND DECIMALS. THE 18 ASSIGNMENTS ARE ARRANGED UNDER FIVE MAJOR SECTIONS: (1) COMPUTING EARNINGS, PAYROLL, AND PRODUCTIVITY, (2) COMPUTING DISCOUNTS AND INTEREST, (3) COMPUTING MARGINS, MARKDOWNS, AND EXPENSES, (4) COMPUTING TURNOVER AND PROFIT, AND (5) INTERPRETING BUSINESS RECORDS. EACH ASSIGNMENT CONTAINS A GENERAL DISCUSSION OF THE TOPIC, QUESTIONS AND PROJECTS. THE MANUAL SUPPLEMENTS THE BASIC FIRST YEAR CURRICULUM GUIDE ENTITLED "MATHEMATICS OF DISTRIBUTION," AVAILABLE AS VT 000 145 (AIM FALL 1967). (AW)

VT 004 412
ANDERSON, OLIVER, AND OTHERS
AUTOMATIC CONTROLS, AN INSTRUCTOR'S GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO.
MF AVAILABLE IN VT-ERIC SET.
TEC ED-CURR-DEV-SER-6
CALIFORNIA STATE DEPARTMENT OF EDUCATION, 721 CAPITOL MALL, ORDER SECTION, ROOM 551, SACRAMENTO, CALIF. 95814 ($2.00)
PUB DATE - 62 241P.

DESCRIPTORS - *ELECTRONIC CONTROL; *NUMERICAL CONTROL; *CLIMATE CONTROL; *VOCATIONAL EDUCATION; *MECHANICAL EQUIPMENT; AUTOMATION; JUNIOR COLLEGES; RESOURCE GUIDES; TEACHING GUIDES; LESSON PLANS; TESTS; AUDIOVISUAL AIDS; BIBLIOGRAPHIES; GLOSSARIES; ELECTRIC CIRCUITS; HYDRAULICS

ABSTRACT - DEVELOPED IN COOPERATION WITH THE UNIVERSITY OF CALIFORNIA, LOS ANGELES, THIS DOCUMENT RESULTED FROM A PROJECT FINANCED BY TITLE VIII OF THE NATIONAL DEFENSE EDUCATION ACT OF 1958. THIS INSTRUCTOR'S GUIDE IS INTENDED FOR USE IN TRAINING PROGRAMS ON THE JUNIOR COLLEGE LEVEL, AND IS DESIGNED TO COVER AN 18-WEEK PERIOD AT THE RATE OF THREE HOURS PER WEEK. SPECIFIC OBJECTIVES OF THE COURSE ARE TO DEVELOP AN APPRECIATION OF THE INFORMATION SOURCES AVAILABLE, TO BECOME FAMILIAR WITH THE CHARACTERISTICS OF MANY

COMPONENTS, AND TO DEVELOP AN UNDERSTANDING OF THE BASIC NOMENCLATURE AND PRINCIPLES OF AUTOMATIC CONTROL. TOPICS FOR THE 18 SESSIONS INCLUDE: (1) AMPLIFIERS, (2) NETWORKS, (3) ACTUATORS, (4) CONTROL ELEMENTS, (5) SENSORS, (6) MONITORS, (7) TROUBLE SHOOTING, AND (8) NUMERICAL CONTROL. EACH UNIT CONTAINS A PLAN OF INSTRUCTION, A RESOURCE UNIT, A TEST, AND TEST ANSWERS. A GLOSSARY, BIBLIOGRAPHY, LIST OF PERIODICALS AVAILABLE, AND SUGGESTED AUDIO-VISUAL TRAINING AIDS ARE INCLUDED. (GEB)

VT 006 796
FOOD SERVICE INDUSTRY; A CURRICULUM FOR VOCATIONAL TRAINING.

THIOKOL CHEMICAL CORPORATION, ROSWELL, N. MEX. CURRICULUM SUPPORT DEPARTMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR68 159P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *FOOD SERVICE WORKERS; *FOOD SERVICE OCCUPATIONS; ENTRY WORKERS; JOB TRAINING; BEHAVIORAL OBJECTIVES

ABSTRACT - DESIGNED FOR STUDENTS WITH AT LEAST A FOURTH TO SIXTH GRADE ACHIEVEMENT LEVEL, THIS CURRICULUM GUIDE IS FOR USE IN PROVIDING A 2-YEAR ENTRY LEVEL FOOD SERVICE PROGRAM WHICH EMPHASIZES ON-THE-JOB TRAINING. THE 6-PART OUTLINE INCLUDES: (1) ORIENTATION TO FOOD SERVICE WORK, (2) COOKING, (3) BAKING, (4) MEAT CUTTING, (5) DINING ROOM ASSISTANCE AND WAITING, AND (6) PREPLACEMENT ACTIVITIES. THE UNITS OF EACH PART CONTAIN PERFORMANCE OBJECTIVES, SUBJECT MATTER OUTLINE, AND REFERENCES. (SB)

VT 007 863
INDUSTRIAL ARTS GENERAL, 10, 20, 30. CURRICULUM GUIDE.

DEPT. OF EDUCATION, EDMONTON (ALBERTA).
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP68 95P.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; *RESOURCE MATERIALS; ELECTRONICS; GRAPHIC ARTS;WOODWORKING; DRAFTING; METALS; PLASTICS; POWER MECHANICS; SCHOOL SAFETY

ABSTRACT - DEVELOPED WITH THE AID OF A COMMITTEE AND CONSULTANTS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING INDUSTRIAL ARTS IN THE SECONDARY SCHOOLS OF ALBERTA. THE GENERAL INDUSTRIAL ARTS PROGRAM ENABLES STUDENTS TO EXPLORE SELECTED AREAS IN GREATER DEPTH BEFORE ENTERING A VOCATIONAL COURSE AND TO BROADEN THEIR UNDERSTANDINGOF THE MAJOR TECHNOLOGIES AND GAIN MORE SKILL IN THE CRAFTS. MAJORTOPICS INCLUDE: (1) ELECTRONICS, (2) MATERIALS, (3) GRAPHIC COMMUNICATIONS, (4) POWER MECHANICS, AND (5) SPECIAL UNITS FOR INDUSTRIAL ARTS GENERAL. EACH TOPIC IS SUBDIVIDED INTO UNITS THAT ARE BRIEFLY OUTLINED AND MANY CONTAIN A LIST OF REFERENCES. SUGGESTIONS FORTESTING AND EXPERIMENTATION AND A LIST OF RESOURCES ARE INCLUDED. (GEB)

VT 010 614
CHARP, SYLVIA
SCIENTIFIC DATA PROCESSING COURSES IN VOCATIONAL AND SECONDARY SCHOOLS.

INTERNATIONAL BUSINESS MACHINES CORP., WHITE PLAINS, N.Y. DATA PROCESSING DIV.
MF AVAILABLE IN VT-ERIC SET.
INTERNATIONAL BUSINESS MACHINES, CORP., 112 EAST POST ROAD, WHITE PLAINS, NEW YORK 10601.
PUB DATE - ND 71P.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL EDUCATION; POST SECONDARY EDUCATION; *DATA PROCESSING; *COMPUTER SCIENCE; COURSE CONTENT; PROBLEM SOLVING; COURSE DESCRIPTIONS; MATHEMATICAL APPLICATIONS; ENGINEERING
IDENTIFIERS - *INTERNATIONAL BUSINESS MACHINES CORPORATION

ABSTRACT - TEACHERS MAY USE THIS CURRICULUM GUIDE IN PLANNING A 2-YEAR POST-HIGH SCHOOL COURSE TO TRAIN STUDENTS AS PROGRAMERS FOR ENTRY INTO DATA PROCESSING. STUDENTS SHOULD BE HIGH SCHOOL GRADUATES WITH A STRONG BACKGROUND IN MATHEMATICS AND SCIENCE. FIVE SUBJECTS ARE OUTLINED FOR THE 4 SEMESTERS, WITH EACH SUBJECT OUTLINE INCLUDING COURSE DESCRIPTION, LISTING OF MAJOR DIVISIONS, AND TEXTS AND REFERENCES. A PROGRAM OUTLINE INCLUDES A CLASSROOM AND LABORATORY TIME SCHEDULE. A GRADUATE STUDENT DEVELOPED THIS CURRICULUM GUIDE AS AN OUTGROWTH OF A SIMILAR PROGRAM ALREADY IN USE. (GR)

VT 010 642
TEACHING IDEAS FOR AVIATION EDUCATION. VOLUME 1.

CESSNA AIRCRAFT CO., WICHITA, KANS. AIR AGE EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG69 13P.IDEAS DERIVED FROM THE ANNUAL HIGH SCHOOL TEACHERS SEMINAR (3RD, OKLAHOMA CITY, OKLA., AUG. 4-8, 1969).

DESCRIPTORS - *TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; *TEACHING TECHNIQUES; ACTIVITIES; SIMULATION
IDENTIFIERS - AVIATION EDUCATION; *AIR AGE EDUCATION

ABSTRACT - CONTAINS 10 TEACHER-DEVELOPED TEACHING IDEAS FOR PRESENTING A PHASE OF AVIATION EDUCATION TO STUDENTS. MAJOR IDEAS INCLUDE: (1) USE OF FOREIGN LANGUAGE LABORATORY TO TEACH RADIO COMMUNICATION, (2) RADIO COMMUNICATIONS ON TAPE, PANEL MOCK-UP, AIRPORT MODELS, (3) AIR TRAFFIC CONTROL SIMULATION, (4) GIMMICKS AND REWARDS, (5) AIRCRAFT CONSTRUCTION PROJECT, (6) LINK TRAINER, (7) INTEGRATED LEARNING THROUGH TRANSPARENCIES, (8) LEARNING ACTIVITY PACKAGE, (9) USE OF COMPUTER TO SOLVE DEAD RECKONING PROBLEM, AND (10) BARBER CHAIRVERTIGO DEMONSTRATION AND SKIT. A LIST OF SHORT APPROACHES FOR AN AVIATION EDUCATION PROGRAM ARE INCLUDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 012 170. (GR)

VT 010 643
AN INTRODUCTORY AVIATION COURSE GUIDE.

CESSNA AIRCRAFT CO., WICHITA, KANS. AIR AGE EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL69 54P.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL EDUCATION; *AIRCRAFT PILOTS; *AVIATION TECHNOLOGY; BIBLIOGRAPHIES; COURSE DESCRIPTIONS; LESSON PLANS
IDENTIFIERS - *AIR AGE EDUCATION; AVIATION EDUCATION

ABSTRACT - TO DEVELOP AN UNDERSTANDING OF BOTH THE AVIATION INDUSTRY AND THE MECHANICS OF FLIGHT, THIS INTRODUCTORY COURSE IN AVIATION IS DIVIDED INTO TWO PARTS: (1) AERONAUTICAL KNOWLEDGE OF THE AIRPLANE (TO BE COVERED IN 60 HOURS) INCLUDING UNITS ON THE PRINCIPLES OF FLIGHT, NAVIGATION, AND AIRCRAFT OPERATION, AND (2) GENERAL INFORMATION ABOUT AVIATION (TO BE COVERED IN 30 HOURS) WITH UNITS ON THE HISTORY OF FLIGHT, MANUFACTURING OF AIRCRAFT, AND ECONOMIC IMPORTANCE OF AVIATION. EACH UNIT INCLUDES RECOMMENDED TEXTS FOR STUDENT AND INSTRUCTOR, LESSON ASSIGNMENTS, AND SUGGESTED AUDIO-VISUAL AIDS. THE INSTRUCTOR SHOULD HAVE SOME AVIATION BACKGROUND, PREFERABLY A PRIVATE PILOT'S LICENSE. SUGGESTIONS TO THE TEACHER, REFERENCE BIBLIOGRAPHY, ADDRESSES OF POSSIBLE SOURCES OF INFORMATION, AND ADDRESSES OF OFFICES OF FEDERAL AVIATION ADMINISTRATION AREA MANAGERS ARE GIVEN. (DM)

VT 010 805
ABC'S OF HAND TOOLS; THEIR CORRECT USAGE AND CARE.

GENERAL MOTORS CORP., DETROIT, MICH.
DOCUMENT NOT AVAILABLE FROM EDRS.
PUBLIC RELATIONS STAFF, GENERAL MOTORS CORPORATION, GENERAL MOTORS BUILDING, DETROIT, MICHIGAN 48202.
PUB DATE - 45 51P.

DESCRIPTORS - *HAND TOOLS; *INDUSTRIAL ARTS; LABORATORY SAFETY; TECHNICAL ILLUSTRATIONS

ABSTRACT - ORIGINALLY PREPARED FOR USE AS A TRAINING MANUAL FOR MECHANICS IN THE UNITED STATES ARMED FORCES, THIS PUBLICATION MAY BE HELPFUL ALSO TO THE CIVILIAN MECHANIC, HIGH SCHOOL STUDENT OR AMATEUR REPAIRMAN. THE PAMPHLET INCLUDES INFORMATION ABOUT THE PROPER USE OF THE FOLLOWING HAND TOOLS: SCREWDRIVERS, MACHINIST HAMMERS, PLIERS, WRENCHES, CHISELS, PUNCHES, FILES, HACKSAWS, FEELER GAGES, STEEL RULES, MICROMETERS, SCREW EXTRACTORS, AND CARPENTER'S TOOLS. IN ADDITION, AN EXPLANATION IS GIVEN OF ENGLISH AND METRIC MEASURING UNITS. ILLUSTRATIONS OF TOOLS, AND CARTOONS SHOWING THE EFFECTS OF USING TOOLS THE WRONG WAY EXPAND UPON THE TEXT. A GLOSSARY OF HAND TOOLS IS GIVEN. (GR)

VT 010 886
POWER GOES TO WORK IN THE AUTOMOBILE: AN INTRODUCTION TO THE TRANSMISSION OF POWER.

GENERAL MOTORS CORP., DETROIT, MICH. PUBLIC RELATIONS STAFF.
MF AVAILABLE IN VT-ERIC SET.
PUBLIC RELATIONS STAFF, GENERAL MOTORS CORPORATION, GENERAL MOTORS BUILDING, DETROIT, MICHIGAN 48202.
PUB DATE - 69 57P.

DESCRIPTORS - TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *AUTO MECHANICS; *INSTRUCTIONAL MATERIALS; *POWER MECHANICS; *KINETICS; ENERGY; MECHANICS (PROCESS); MOTION
IDENTIFIERS - GENERAL MOTORS CORPORATION; *TRANSMISSION OF POWER

ABSTRACT - THIS BOOKLET EXPLAINS IN SIMPLE, NON-TECHNICAL WORDS AND MANY PICTURES SOMETHING ABOUT HOW POWER IS USED TO DRIVE AN AUTOMOBILE. MAJOR TOPICS DISCUSSED ARE: (1) WHAT MAKES IT GO? (2) POWER TRANSMISSION SYSTEM IN AN AUTOMOBILE, (3) MANUAL SHIFT TRANSMISSION, (4) PLANETARY GEARS, (5) AUTOMATIC TRANSMISSION, (6) POWER TRAIN CONFIGURATIONS, AND (7) A SUMMARY OF TRANSMISSION AND ENGINE. A RELATED DOCUMENT IS AVAILABLE AS VT 010 804 (ALSO IN THIS ISSUE). (GR)

VT 010 887
A TO ZERO OF REFRIGERATION; A SIMPLE STORY OF MAN-MADE COLD.

GENERAL MOTORS CORP., DETROIT, MICH. PUBLIC RELATIONS STAFF.
MF AVAILABLE IN VT-ERIC SET.
PUBLIC RELATIONS STAFF, GENERAL MOTORS CORPORATION, GENERAL MOTORS BUILDING, DETROIT, MICHIGAN 48202.
PUB DATE - 64 95P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *REFRIGERATION; AIR CONDITIONING; TEMPERATURE; CONSUMER EDUCATION; INDUSTRIAL EDUCATION
IDENTIFIERS - GENERAL MOTORS CORPORATION; *FRIGIDAIRE DIVISION

ABSTRACT - PREPARED WITH THE COOPERATION OF ENGINEERS AND HOME ECONOMISTS IN THE FRIGIDAIRE DIVISION OF GENERAL MOTORS, THIS BOOKLET CONTAINS A SIMPLE EXPLANATION OF HOW A REFRIGERATOR WORKS, FIRST GIVING THE HISTORY OF REFRIGERATION, THEN DESCRIBING HOW HEAT IS MEASURED AND HOW THE FREEZER, COMPRESSOR, AND CONDENSOR WORK TOGETHER, AND CLOSING WITH THE VALUE OF REFRIGERATION TO MAN AND A LOOK AT ITS POSSIBILITIES FOR THE FUTURE. ILLUSTRATIONS AND CHARTS ARE USED TO EXPLAIN MANY OF PRINCIPLES OF REFRIGERATION. (GR)

VT 011 030
SYLLABUS OF RELATED TRAINING FOR APPRENTICES (FOUR YEARS): TOOLMAKER, DIEMAKER, MOLDMAKER, AND MACHINIST.

NATIONAL TOOL, DIE, AND PRECISION MACHINING ASSOCIATION, WASHINGTON, D.C. CURRICULUM SUB-COMMITTEE.
DOCUMENT NOT AVAILABLE FROM EDRS.
THE NATIONAL TOOL, DIE AND PRECISION MACHINING ASSOCIATION, 1411 K STREET, N.W., WASHINGTON, D.C. 20005 ($9.95).
PUB DATE - 69 256P.

DESCRIPTORS - *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; TOOL AND DIE MAKERS; MACHINISTS
IDENTIFIERS - *RELATED TRAINING

ABSTRACT - DEVELOPED BY THE CURRICULUM SUBCOMMITTEE OF THE APPRENTICESHIP AND TRAINING COMMITTEE, THIS GUIDE CONTAINS A 4-YEAR SYLLABUS FOR TOOLMAKER, DIEMAKER, MOLDMAKER, AND MACHINIST PROGRAMS WHICH SHOULD BE USEFUL TO THE SHOP OWNER, INSTRUCTOR, OR VOCATIONAL OR TECHNICAL SCHOOL DIRECTOR IN PLANNING AN UP-TO-DATE APPRENTICESHIP TRAINING PROGRAM. THE CURRICULUM HAS BEEN DEVELOPED ON THE BASIS OF TOOL AND DIE APPRENTICESHIP STANDARDS AS ESTABLISHED BY THE APPRENTICESHIP AND TRAINING COMMITTEE OF THE NATIONAL TOOL, DIE AND PRECISION MACHINING ASSOCIATION, AND INCORPORATES CERTAIN RECOMMENDATIONS AND GUIDELINES AS A RESULT OF CHANGES IN EQUIPMENT AND OF MODERNIZING INDUSTRIAL PRACTICES. THE 4-YEAR CURRICULUM IS OUTLINED IN ADDITION TO INDIVIDUAL SEMESTER OUTLINES, EACH GIVING: (1) A LIST OF ITEMS FOR PRIOR PREPARATION BY INSTRUCTOR, (2) TEXT AND REFERENCE MATERIALS, AND (3) INDIVIDUAL SESSION OUTLINES WHICH INCLUDE HOME WORK ASSIGNMENTS. (GR)

VT 011 045
LOAD CALCULATION: RESIDENTIAL HEATING AND AIR CONDITIONING. TEACHING MANUAL.

LENNOX INDUSTRIES, INC., MARSHALLTOWN, IOWA.
DOCUMENT NOT AVAILABLE FROM EDRS.
LENNOX INDUSTRIES, INC., EDUCATIONAL DIVISION, P.O. BOX 250, MARSHALLTOWN, IOWA 50158
PUB DATE - 69 100P.

DESCRIPTORS - COURSE CONTENT; *UNITS OF STUDY (SUBJECT FIELDS); BUILDING TRADES; *THERMAL ENVIRONMENT; *SALES WORKERS; MERCHANDISE INFORMATION; *CALCULATION; STATISTICAL DATA; *TEACHING GUIDES
IDENTIFIERS - LENNOX EDUCATIONAL DIVISION; *RESIDENTIAL LOAD CALCULATION

ABSTRACT - THIS MANUAL IS FOR TEACHER USE IN PLANNING A TRAINING PROGRAM TO PREPARE SALESMEN FOR WARM AIR DEALERS OR CONTRACTORS TO CALCULATE HEAT GAIN AND LOSS OF A RESIDENTIAL STRUCTURE. DEVELOPED BY THE LENNOX EDUCATIONAL DIVISION AND TESTED IN OVER 25 CLASSES DURING ONE YEAR, THE MATERIAL COVERS APPROXIMATELY 25 HOURS. THE DOCUMENT CONTAINS LINE DRAWINGS AND LOAD CALCULATION COMPUTATION CHARTS. SUPPLEMENTAL MATERIALS NEEDED ARE PSYCHROMETRIC CHARTS, LOAD CALCULATION FORMS AND WORK SHEETS. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 046 AND VT 011 047 (BOTH IN THIS ISSUE). (GR)

VT 011 046
LOAD CALCULATION FOR HEATING AND AIR CONDITIONING.

LENNOX INDUSTRIES, INC., MARSHALLTOWN, IOWA.
DOCUMENT NOT AVAILABLE FROM EDRS.
LENNOX INDUSTRIES, INC., EDUCATIONAL DIVISION, P.O. BOX 250, MARSHALLTOWN, IOWA 50158.
PUB DATE - 68 71P.

DESCRIPTORS - TRADE AND INDUSTRIAL EDUCATION; *CALCULATION; BUILDING TRADES; *THERMAL ENVIRONMENT; *STATISTICAL DATA; *TABLES (DATA)
IDENTIFIERS - LENNOX EDUCATIONAL DIVISION; *LOAD FACTORS

ABSTRACT - THIS MANUAL, CONTAINING UP-TO-DATE TABLES FOR FIGURING BOTH HEAT GAIN AND HEAT LOSS, SERVES AS A SIMPLIFIED AND PRACTICAL SOURCE FOR THE FACTORS REQUIRED IN NORMAL LOAD CALCULATIONS. IT IS SUGGESTED THAT WHERE THERE IS UNUSUAL CONSTRUCTION, SPECIFIC DESIGN REQUIREMENTS, SPECIAL CODES OR A REQUIREMENT FOR EXTREME ACCURACY, ONE SHOULD REFER TO LOCAL CODES. THE FOUR SECTIONS IN THE MANUAL ARE: (1) GENERAL DESIGN CONDITIONS IN THE UNITED STATES AND CANADA, (2) HEAT LOSS TABLES, (3) RESIDENTIAL HEAT GAIN TABLES, AND (4) COMMERCIAL HEAT GAIN TABLES. ALL OF THE TABLES MAY BE USED IN CONJUNCTION WITH THE LENNOX HEATING AND COOLING DATA SHEETS. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 045 AND VT 011 047 (BOTH IN THIS ISSUE). (AUTHOR/GR)

VT 011 047
LOAD CALCULATION: COMMERCIAL HEATING AND AIR CONDITIONING. TEACHING MANUAL.

LENNOX INDUSTRIES, INC., MARSHALLTOWN, IOWA.
DOCUMENT NOT AVAILABLE FROM EDRS.
LENNOX INDUSTRIES, INC., EDUCATIONAL DIVISION, P.O. BOX 250, MARSHALLTOWN, IOWA 50158.
PUB DATE - 69 52P.

DESCRIPTORS - *COURSE CONTENT; *SUPPLEMENTARY TEXTBOOKS; BUILDING TRADES; *THERMAL ENVIRONMENT; *SALES WORKERS; MERCHANDISE INFORMATION; *CALCULATION; STATISTICAL DATA; TEACHING GUIDES
IDENTIFIERS - LENNOX EDUCATIONAL DIVISION; *COMMERCIAL LOAD CALCULATION

ABSTRACT - DEVELOPED BY THE LENNOX EDUCATIONAL DIVISION AND TESTED IN OVER 25 CLASSES DURING ONE YEAR, THIS MANUAL IS FOR TEACHER USE IN TRAINING SALESMEN IN THE WARM AIR HEATING AND AIR CONDITIONING BUSINESS TO CALCULATE LOADS FOR COMMERCIAL ESTABLISHMENTS. THE MATERIAL COVERS APPROXIMATELY 25 HOURS, AND INCLUDES LINE DRAWINGS AND LOAD CALCULATION CHARTS. PSYCHROMETRIC CHARTS, LOAD CALCULATION FORMS AND WORK SHEETS ARE NEEDED TO SUPPLEMENT THE COURSE. RELATED DOCUMENTS ARE AVAILABLE AS VT 011 045 AND VT 011 046 (BOTH IN THIS ISSUE). (GR)

VT 011 153
THE WORLD OF ELECTRICITY AND ELECTRONICS; INTRODUCTION AND PARTS I-V.

MICHIGAN BELL TELEPHONE CO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN69 358P.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS; *PROGRAMED INSTRUCTION; TEACHING METHODS; AUTO INSTRUCTIONAL AIDS; *PROGRAMED MATERIALS; *INDUSTRIAL ARTS; COURSE

DESCRIPTIONS: TRADE AND INDUSTRIAL EDUCATION: ELECTRONIC TECHNICIANS

ABSTRACT - DEVELOPED BY THE MICHIGAN BELL TELEPHONE COMPANY, THIS FIVE-PART PROGRAMED SELF-INSTRUCTION COURSE ON ELECTRICITY AND ELECTRONICS DEFINES ELECTRICITY AND ELECTRONICS AND SHOWS HOW ELECTRICITY BEHAVES WHEN IT IS PUT TO WORK. THE PARTS, EACH INCLUDING SEVERAL PRESENTATIONS WITH CORRESPONDING EXERCISES AND SELF-QUIZES, COVER TERMINOLOGY, THE DIFFERENT PARTS USED IN ELECTRIC CIRCUITS AND CAPACITORS, AND THE WAY THESE WORK. LINE DRAWINGS ILLUSTRATE THE VARIOUS CONCEPTS. (GR)

VT 012 101
MORGAN, THOMAS T.; DAVIS, DONALD R.
HOW TO AVOID FLYING BLIND. A SOUND/FILMSTRIP.

CALIFORNIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS.
INDUSTRY-EDUCATION COUNCILS OF CALIFORNIA.
DOCUMENT NOT AVAILABLE FROM EDRS.
THE OHIO SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS, BOX 617, WORTHINGTON, OHIO 43085 (RECORD/FILMSTRIP/TEACHERS GUIDE AVAILABLE IN LIMITED QUANTITY).
PUB DATE - 68 16P.

DESCRIPTORS - *BUSINESS EDUCATION; *FILMSTRIPS; *BUSINESS; SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; CASE STUDIES

ABSTRACT - THIS 2-PART SOUND/FILMSTRIP IS FOR USE AT THE SECONDARY OR COLLEGE LEVEL TO PRESENT AN AUDIOVISUAL ILLUSTRATION OF THE DEVELOPMENT OF A TYPICAL AMERICAN BUSINESS. TOPICS COVER: (1) THE INNOVATOR, (2) THE PARTNERSHIP, (3) THE CORPORATION, AND (4) EXPLANATIONS OF SUCCESS. ACCOMPANYING THE SOUND/FILMSTRIP IS A TEACHER'S GUIDE DESCRIBING AND ILLUSTRATING USE OF THE FILMSTRIP AND CONTAINING A GLOSSARY OF RELATED TERMS. (SB)

VT 012 170
TEACHING IDEAS FOR AVIATION EDUCATION. VOLUME II.

CESSNA AIRCRAFT CO., WICHITA, KANS. AIR AGE EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
AIR AGE EDUCATION DIVISION, CESSNA AIRCRAFT COMPANY, P.O. BOX 1521, WICHITA, KANSAS 67201 (FREE TO AVIATION INSTRUCTORS).
PUB DATE - 70 26P.

DESCRIPTORS - *TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; *TEACHING TECHNIQUES; LEARNING ACTIVITIES; *TEACHER DEVELOPED MATERIALS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; SIMULATION

ABSTRACT - THESE TEACHING IDEAS FOR PRESENTING A PHASE OF AVIATION EDUCATION TO STUDENTS WERE DEVELOPED BY HIGH SCHOOL AVIATION INSTRUCTORS WORKING AT A SEMINAR SPONSORED BY THE CESSNA AIRCRAFT COMPANY. MAJOR IDEAS INCLUDE: (1) BUILDING MODEL AIRPLANES AND A WIND TUNNEL, (2) DEMONSTRATING LIFT, AIRFLOW SMOKE, VISUAL STALL, AND THRUST, (3) USING A VISUAL AID FOR MAP WORK, (4) SHOWING A PICTORIAL HISTORY OF A CROSS-COUNTRY, (5) FORMING AN AIRLINE MANUFACTURING COMPANY, (6) OPERATING A WEATHER CENTER, (7) DESIGNING AN AIRPORT, AND (8) DISPLAYING MODEL AIRPLANES. A LIST OF SHORT APPROACHES FOR AN AVIATION EDUCATION PROGRAM IS ALSO INCLUDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 010 642. (SB)

VT 012 873 ED 051 380
VAN DE VANTER, GORDON L.
AGRICULTURAL CHEMICAL SAFETY. A GUIDE TO SAFE HANDLING OF PESTICIDES. TEACHER'S HANDBOOK, STUDENT MANUAL, AND TRANSPARENCIES.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION
DOCUMENT NOT AVAILABLE FROM EDRS.
VOCATIONAL EDUCATION PRODUCTIONS, CALIFORNIA STATE POLYTECHNIC COLLEGE, SAN LUIS OBISPO, CALIFORNIA 93401, (ENTIRE PACKAGE ($10.00)
PUB DATE - ND 155P.1970 REVISION

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; STUDY GUIDES; *AGRICULTURAL SAFETY; *PESTICIDES; SAFETY EDUCATION: TRANSPARENCIES; BIBLIOGRAPHIC CITATIONS; INSECTICIDES; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *AGRICULTURAL CHEMICALS

ABSTRACT - INTENDED FOR TEACHERS AND STUDENTS, THIS AGRICULTURAL CHEMICAL SAFETY PACKAGE OF INSTRUCTIONAL MATERIALS PERTAINING TO THE SAFE HANDLING OF PESTICIDES WAS DEVELOPED BY VOCATIONAL EDUCATION PRODUCTIONS OF CALIFORNIA STATE POLYTECHNIC COLLEGE. INCLUDED ARE A TEACHERS' HANDBOOK, A STUDENT MANUAL, AND 20 TRANSPARENCY MASTERS. THE TEACHERS' HANDBOOK IS DESIGNED TO GIVE BACKGROUND INFORMATION TO INSTRUCTORS AND TO AID THEM IN THE COORDINATION OF AUDIO-VISUAL AIDS, TEACHING AIDS, AND STUDENT EXERCISES WITH THE STUDENT MANUAL FOR MORE EFFECTIVE CLASSROOM PRESENTATION. A TEACHING PLAN,A TRUE-FALSE TEST, AND ADDITIONAL READING MATERIALS ARE INCLUDED. TOPIC HEADINGS ARE: (1) PESTICIDES ARE NECESSARY, (2) PESTICIDE LAWS AND REGULATIONS, AND (3) PERSONAL SAFETY WHEN HANDLING AGRICULTURAL CHEMICALS. (GB)

VT 013 223 ED 051 400
CAREER LADDERS IN ENVIRONMENTAL HEALTH (SUPPLEMENT).

ERIE COMMUNITY COLLEGE, BUFFALO, N.Y.
NEW YORK STATE EDUCATION DEPT., ALBANY
EDRS PRICE MF-$0.65 HC-$3.29
VEA-70-2-386
PUB DATE - ND 89P.

DESCRIPTORS - *ENVIRONMENTAL EDUCATION; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS; HEALTH OCCUPATIONS EDUCATION; POST SECONDARY EDUCATION; CAREER CHOICE; CAREER PLANNING; EDUCATIONAL OBJECTIVES; *SANITATION; COMMUNITY COLLEGES; JUNIOR COLLEGES; *CAREER LADDERS

ABSTRACT - THIS SUPPLEMENTARY DOCUMENT CONTAINS CAREER LADDERS THAT HAVE BEEN

DESIGNED TO ENABLE POST SECONDARY STUDENTS TO PREPARE FOR ENTRANCE INTO ENVIRONMENTAL HEALTH OCCUPATIONS AT A LEVEL COMMENSURATE WITH THEIR ABILITIES WHERE THEY WILL BE CAPABLE OF MEANINGFUL CONTRIBUTIONS AND CAN OBTAIN ADVANCED STANDING IN EMPLOYMENT. CONTENTS ARE: (1) FOOD SANITATION, (2) ENVIRONMENTAL HEALTH SEMINAR I, II, (3) GENERAL SANITATION, (4) MILK SANITATION, AND (5) SANITARY CHEMISTRY. THESE COURSE OUTLINES CONSIST OF MAIN TOPICS, NUMBER OF LECTURE PERIODS, OBJECTIVES, REFERENCE CITATIONS AND OTHER RELATED INFORMATION. THIS DOCUMENT IS A SUPPLEMENT TO "CAREER LADDERS IN ENVIRONMENTAL HEALTH," A PREVIOUSLY PROCESSED DOCUMENT AVAILABLE AS ED 047 097. (GB)

VT 013 255 ED 051 401
FAMILY LIFE LITERATURE AND FILMS. AN ANNOTATED BIBLIOGRAPHY.

MINNESOTA COUNCIL ON FAMILY RELATIONS, MINNEAPOLIS.
EDRS PRICE MF-$0.65 HC-$9.87
MINNESOTA COUNCIL ON FAMILY RELATIONS, 1219 UNIVERSITY AVENUE SOUTHEAST, MINNEAPOLIS, MINN 55414, ($3.65)
PUB DATE - ND 204P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; FAMILY LIFE; SEX EDUCATION; MARRIAGE; PARENT CHILD RELATIONSHIP; SOCIAL PROBLEMS; ADOLESCENTS; CHILDREN; ADULTS; OLDER ADULTS; EDUCATIONAL RESOURCES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY WAS PREPARED BY THE MINNESOTA COUNCIL ON FAMILY RELATIONS AND PROVIDES USEFUL PAST AS WELL AS CURRENT AND INNOVATIVE MATERIALS ABOUT MARRIAGE AND FAMILY LIVING. THE NUMEROUS BOOKS, PAMPHLETS, PERIODICAL ARTICLES, AND AUDIO-VISUAL MATERIALS ARE ORGANIZED UNDER THREE MAJOR SECTIONS: (1) THE AMERICAN FAMILY: THEORETICAL, HISTORICAL, AND SUBCULTURAL PERSPECTIVES, (2) HUMAN SEXUALITY AND SEX EDUCATION, (3) ADOLESCENCE, (4) LOOKING TOWARD MARRIAGE, (5) MARRIED LIVING, (6) PARENT-CHILD RELATIONSHIPS, (7) MIDDLE AND LATER YEARS, (8) FAMILY LIFE EDUCATION: PHILOSOPHY AND METHODOLOGY, AND (9) SOCIAL PROBLEMS. DESCRIPTIVE INFORMATION INTRODUCES EACH SECTION AND ENTRIES ARE ARRANGED ALPHABETICALLY BY AUTHOR UNDER VARIOUS SUB-HEADINGS. ENTRIES INCLUDE AUTHOR, TITLE, PUBLICATION INFORMATION, PAGINATION, AND BRIEF ANNOTATION. A LISTING OF PUBLISHERS AND SOURCES FOR MATERIALS AND AN AUTHOR INDEX ARE APPENDED. (SB)

VT 013 286
AUTO BODY REPAIR. TENTATIVE.

MILWAUKEE PUBLIC SCHOOLS, WIS. DIV. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 30P.

DESCRIPTORS - *AUTO BODY REPAIRMEN; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *SKILL DEVELOPMENT; SECONDARY SCHOOLS; INSTRUCTIONAL MATERIALS; CLASS ACTIVITIES; JOB TRAINING; BIBLIOGRAPHIES; VOCATIONAL EDUCATION; *CURRICULUM GUIDES

ABSTRACT - DEVELOPED BY THE DIVISION OF CURRICULUM AND INSTRUCTION FOR THE MILWAUKEE PUBLIC SCHOOLS, THIS TENTATIVE TEACHING GUIDE IS FOR INSTRUCTOR USE IN TEACHING AUTO BODY REPAIR. THE UNITS ARE PLANNED FOR TWO HOURS PER DAY AND MAY EXTEND FOR THREE OR FOUR SEMESTERS. IT IS SUGGESTED THAT 80 PERCENT OF THE TIME BE SPENT IN SHOP WORK, AND THE REMAINING 20 PERCENT ON THEORY. SPECIFIC OBJECTIVES ARE TO GIVE A BETTER UNDERSTANDING AND AWARENESS OF THE IMPORTANCE OF AUTOMOTIVE SERVICING, TO DEVELOP GOOD WORK AND SAFETY HABITS, AND TO PROVIDE A KNOWLEDGE OF AUTO BODY REPAIR PROCEDURES. THIS GUIDE CONSISTS OF A COURSE DESCRIPTION, OBJECTIVES, A UNIT OUTLINE, AND A BIBLIOGRAPHY. THE MATERIAL IN THE UNIT OUTLINE IS PRESENTED IN A 4-COLUMN FORMAT. THE FIRST COLUMN LISTS THE AREA OF INTEREST SUCH AS SKILLS, UNDERSTANDINGS, AND AREAS OF WORK, THE SECOND COLUMN LISTS THE SHOP EXERCISES AND ACTIVITIES, THE THIRD PROVIDES REFERENCES, AND THE FOURTH COLUMN PROVIDES A PLACE FOR INSTRUCTOR'S NOTES. (GEB)

VT 013 356
RESOURCE UNITS IN FOODS OCCUPATIONS; PROGRAM PLANNING FOR VOCATIONAL EDUCATION IN SECONDARY SCHOOLS.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
CURR-BULL-34
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.
PUB DATE - 71 170P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *RESOURCE GUIDES; *FOOD SERVICE WORKERS; ENTRY WORKERS; SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; EVALUATION METHODS; IMPROVEMENT

ABSTRACT - DEVELOPED BY HOME ECONOMICS SUPERVISORY PERSONNEL AND TEACHERS, THIS RESOURCE GUIDE IS FOR TEACHING COURSES IN FOOD-RELATED OCCUPATIONS AND MAY BE USED IN PREPARING ENTRY LEVEL WORKERS OR FOR UPGRADING EMPLOYEES. UNITS ARE BASED ON A CONCEPTUAL FRAMEWORK EMPHASIZING: (1) PREPARATION FOR THE WORLD OF WORK, (2) MANAGEMENT OF RESOURCES, (3) SANITATION, (4) SAFETY, (5) NUTRITION, (6) SKILL IN FOOD PREPARATION AND SERVICE, AND (7) CAREERS. PROVIDED IN EACH UNIT ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. REFERENCES AND TEACHING AIDS ARE APPENDED. (SB)

VT 013 357
RESOURCE UNITS IN HOUSING AND MANAGEMENT OF THE HOME: PROGRAM PLANNING FOR HOME ECONOMICS IN SECONDARY SCHOOLS OF MINNESOTA (SECONDARY SCHOOL).

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.

PUB DATE - 68 96P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *HOME MANAGEMENT; *HOUSING; *RESOURCE GUIDES; SECONDARY GRADES; LEARNING ACTIVITIES; EVALUATION METHODS; EDUCATIONAL RESOURCES

ABSTRACT - DEVELOPED THROUGH A UNIVERSITY CURRICULUM DEVELOPMENT COURSE AND WORKSHOP, THIS RESOURCE GUIDE PROVIDES UNITS IN HOUSING AND HOME MANAGEMENT FOR EIGHTH, NINTH, AND ADVANCED GRADES. THE CONCEPTUAL FRAMEWORK USED AS A BASIS FOR THE SCOPE AND SEQUENCE OF THE UNITS EMPHASIZES THE INFLUENCE OF HOUSING ON THE FAMILY, NATURE OF THE COMPONENTS OF HOUSING, AND INFLUENCE OF THE MANAGEMENT OF RESOURCES IN MAINTAINING THE HOME. INCLUDED IN THE UNITS ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. (SB)

VT 013 401
COURSE OF STUDY GUIDE FOR HOME ECONOMICS EDUCATION, GRADES 7 AND 8.

CLAY COUNTY UNIFIED SCHOOLS, KANSAS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 55P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; GRADE 7; GRADE 8; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; JUNIOR HIGH SCHOOLS; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PROVIDING HOMEMAKING EXPERIENCES FOR GRADES 7 AND 8. OBJECTIVES, GENERALIZATIONS, LEARNING EXPERIENCES, EVALUATION TECHNIQUES, AND RESOURCES ARE LISTED FOR CONCEPTS IN THESE MAJOR AREAS: (1) HOME MANAGEMENT, (2) CHILD CARE, (3) INTERPERSONAL RELATIONSHIPS, (4) CLOTHING AND TEXTILES, AND (5) FOODS AND NUTRITION. THE MAIN EMPHASIS FOR BOTH YEARS IS IN THE FOOD AND NUTRITION AND CLOTHING AND TEXTILES AREAS. (SB)

VT 013 404
FAMILY LIFE AND SEX EDUCATION, TEACHER'S GUIDE. HEALTH EDUCATION CURRICULUM.

MOORHEAD PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
INDEPENDENT SCHOOL DISTRICT #152, 810-4TH AVE. SOUTH, MOORHEAD, MINNESOTA 56560 ($2.00).
PUB DATE - OCT69 185P.

DESCRIPTORS - *FAMILY LIFE EDUCATION; *SEX EDUCATION; *CURRICULUM GUIDES; *ELEMENTARY GRADES; HEALTH EDUCATION; BIBLIOGRAPHIES; ELEMENTARY SCHOOL CURRICULUM

ABSTRACT - DEVELOPED BY A COMMITTEE OF ELEMENTARY SCHOOL TEACHERS, THIS CURRICULUM GUIDE CONTAINS FAMILY LIFE AND SEX EDUCATION EXPERIENCES FOR GRADES K-6. UNITS FOR EACH COLOR-CODED GRADE LEVEL ARE: (1) PHYSIOLOGY, (2) PHYSICAL EDUCATION, (3) FIRST AID AND SAFETY, (4) MENTAL AND EMOTIONAL HEALTH, (5) ALCOHOL, TOBACCO, AND DRUGS, (6) SOCIOLOGY, (7) FAMILY LIFE, AND (8) SEX EDUCATION. CONTENT, TEACHER SUGGESTIONS, OBJECTIVES, LEARNING ACTIVITIES, AND BIBLIOGRAPHY ARE PROVIDED FOR EACH GRADE LEVEL. SEVERAL TEACHER BACKGROUND MATERIALS ARE APPENDED. (SB)

VT 013 405
PRE-VOCATIONAL HOMEMAKING.

FORT WORTH PUBLIC SCHOOLS, TEXAS.
MF AVAILABLE IN VT-ERIC SET.
REP-CUR-BULL-185.2
FORT WORTH INDEPENDENT SCHOOL DISTRICT, OFFICE OF BUSINESS MANAGER, 3210 WEST LANCASTER, FORT WORTH, TEXAS 76107 ($2.50).
PUB DATE - 68 73P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *PREVOCATIONAL EDUCATION; LEARNING ACTIVITIES; TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS AND CONSULTANTS, THIS CURRICULUM GUIDE IS DESIGNED TO HELP PREVOCATIONAL HOMEMAKING STUDENTS DEVELOP COMPETENCIES TO MEET TECHNOLOGICAL AND SOCIETAL CHANGES. GENERALIZATIONS, TEACHING TECHNIQUES, LEARNING EXPERIENCES, AND TIME ALLOTMENT ARE SUGGESTED FOR UNITS EMPHASIZING: (1) HOME MANAGEMENT, (2) NUTRITION AND MEAL MANAGEMENT, (3) CLOTHING, (4) HOUSING, AND (5) CHILD DEVELOPMENT. INCORPORATED IN THESE UNITS ARE SAFETY AND FIRST AID, FAMILY RECREATION, AND COMMUNITY OBLIGATIONS. A BIBLIOGRAPHY OF REFERENCES AND TEACHING AIDS IS INCLUDED. (SB)

VT 013 420
HOME ECONOMICS, 7 AND 8.

CENTRAL HIGH SCHOOL DISTRICT NUMBER 3, MERRICK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 140P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *TEACHING GUIDES; GRADE 7; GRADE 8; FOODS INSTRUCTION; CLOTHING INSTRUCTION; CHILD DEVELOPMENT; INTERPERSONAL RELATIONSHIP; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS GUIDE CONTAINS MATERIALS FOR TEACHER USE IN PROVIDING HOMEMAKING EXPERIENCES FOR GRADES 7 AND 8. THE 18-WEEK SEVENTH GRADE COURSE EMPHASIZES INTERPERSONAL RELATIONSHIPS AND FOODS, WHILE THE 18-WEEK EIGHTH GRADE COURSE FOCUSES ON CHILD DEVELOPMENT AND CLOTHING. BEHAVIORAL OBJECTIVES, GENERALIZATIONS, AND TEACHING CONTENT WHICH INCLUDES ACTIVITIES AND EVALUATION SUGGESTIONS ARE PROVIDED FOR THE CONCEPTS OF BOTH COURSES. (SB)

VT 013 443
PREPARING THE MENTALLY RETARDED IN THE AREAS OF FOOD PREPARATION AND SERVICE. A REPORT OF A PLANNING PROJECT.

TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL EDUCATION AND TECHNOLOGY.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 31MAY71 115P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM PLANNING; *PROGRAM GUIDES; *MENTALLY HANDICAPPED; FOOD SERVICE; JOB TRAINING; FEASIBILITY STUDIES; FACILITY REQUIREMENTS; *FOOD SERVICE OCCUPATIONS; CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; EDUCATIONAL RESOURCES; BUDGETING; PROGRAM COORDINATION; ADMISSION CRITERIA; FACULTY RECRUITMENT; TEACHER QUALIFICATIONS

ABSTRACT - IN ORDER TO IDENTIFY THE NEED FOR AND FEASIBILITY OF SPECIFIC VOCATIONAL EDUCATION PROGRAMS FOR THE MENTALLY RETARDED, REPORTS OF TRAINING PROGRAMS AND CURRICULUM MATERIALS WERE EXAMINED, CONFERENCES WERE HELD WITH EDUCATIONAL AND REHABILITATION PERSONNEL, AND A TRAINING PROGRAM, FACILITY, AND FILE OF EDUCATIONAL RESOURCES WERE DEVELOPED. AREAS OF SPECIALIZATION IN THE 2-TO 3-YEAR RECOMMENDED CURRICULUM ARE: (1) INTRODUCTION TO THE FOOD SERVICE INDUSTRY, (2) WAREWASHING, (3) FOOD SERVICE, (4) SANDWICH PREPARATION, (5) DEEP FAT FRYING, (6) BEVERAGES, (7) SOFT ICE CREAM AND FOUNTAIN SERVICE, (8) HEALTH AND GROOMING, (9) SANITATION AND SAFETY, AND (10) CLEAN-UP. SUGGESTED TIME SCHEDULE, UNITS, BEHAVIORAL OBJECTIVES, TRAINING ACTIVITIES, TRAINING RESOURCES, AND EVALUATION ARE PROVIDED FOR EACH SPECIALIZATION AREA. ADDITIONAL RECOMMENDATIONS ARE PROVIDED FOR SELECTING STAFF AND STUDENTS, PLANNING THE TRAINING SETTING AND EQUIPMENT, BUDGETING, AND COORDINATING THE PROGRAM WITH OTHER SCHOOL PROGRAMS, REHABILITATION AGENCIES, AND TRADE ORGANIZATIONS. (SB)

VT 013 467
AIRFRAME AND POWERPLANT MECHANICS GENERAL HANDBOOK.

FEDERAL AVIATION ADMINISTRATION, WASHINGTON, D.C. FLIGHT STANDARDS SERVICE DIV.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (TD4.408:AI7/2, $4.00).
PUB DATE - 70 505P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; MANUALS; *STUDY GUIDES; *FLIGHT TRAINING; AVIATION TECHNOLOGY; MATHEMATICS; ELECTRICITY; INSTRUMENTATION; DRAFTING; POWER MECHANICS; ENGINES; *AVIATION MECHANICS

ABSTRACT - THIS STUDY GUIDE WAS DEVELOPED BY THE FEDERAL AVIATION ADMINISTRATION AS THE FIRST OF THREE HANDBOOKS FOR PERSONS PREPARING FOR MECHANIC CERTIFICATION WITH AIRFRAME OR POWERPLANT RATINGS, OR BOTH. THE MATERIAL CONTAINED IN THIS GUIDE IS BASIC INFORMATION COMMON TO BOTH THE AIRFRAME AND POWERPLANT RATINGS. MAJOR TOPICS ARE: (1) MATHEMATICS, (2) AIRCRAFT DRAWINGS, (3) WEIGHT AND BALANCE, (4) FUEL SYSTEMS, (5) FLUID LINES, (6) HARDWARE, MATERIALS, AND PROCESSES, (7) PHYSICS, (8) BASIC ELECTRICITY, (9) GENERATORS AND MOTORS, (10) INSPECTION FUNDAMENTALS, (11) GROUND HANDLING, SAFETY, AND SUPPORT EQUIPMENT, AND (12) HANDTOOLS AND MEASURING DEVICES. MATERIAL OF EACH CHAPTER IS DISCUSSED IN DETAIL, WITH ILLUSTRATIONS, PICTURES, AND LINE DRAWINGS USED EXTENSIVELY. (GEB)

VT 013 476
BOOKKEEPING. (GENERAL INSTRUCTIONS AND PACKAGES 1-19).

OMAHA PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, OMAHA PUBLIC SCHOOLS, 3902 DAVENPORT STREET, OMAHA, NEBRASKA 68131.
PUB DATE - ND 120P.

DESCRIPTORS - *BUSINESS EDUCATION; *BOOKKEEPING; *INDIVIDUALIZED INSTRUCTION; *INSTRUCTIONAL MATERIALS; *SCHEDULE MODULES; EDUCATIONAL OBJECTIVES; ASSIGNMENTS; SECONDARY EDUCATION; TIME BLOCKS

ABSTRACT - DEVELOPED FOR USE IN A HIGH SCHOOL BOOKKEEPING CLASS, THIS COLLECTION IS COMPRISED OF 20 INSTRUCTIONAL PACKAGES ON SUCH TOPICS AS: (1) STARTING A BOOKKEEPING SYSTEM, (2) RECORDING AND POSTING THE OPENING ENTRY, (3) SELLING MERCHANDISE AND RECEIVING CASH, (4) THE COMBINATION JOURNAL AND PETTY CASH, (5) UNCOLLECTIBLE ACCOUNTS, AND (6) THE USE OF THE CASH REGISTER. USEFUL WITH MODULAR SCHEDULING AND IN INDIVIDUALIZING INSTRUCTION, THE PACKETS INCLUDE SUGGESTIONS CONCERNING EXAMINATIONS, ASSIGNMENTS, AND REMEDIAL REVIEWS. EACH INSTRUCTIONAL PACKAGE ALSO INCLUDES A PREVIEW, OBJECTIVES, EXAMINATION CRITERIA, AND ASSIGNMENTS. (JS)

VT 013 506
MONGELUZI, JOSEPH; STERNBERG, ALBERT
AN OUTLINE FOR A TENTH GRADE CURRICULUM FOR DISTRIBUTIVE EDUCATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - MAR71 46P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COURSE CONTENT; *CURRICULUM DEVELOPMENT; *CAREER OPPORTUNITIES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; COURSE OBJECTIVES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS AND PILOT TESTED THROUGHOUT THE STATE, THIS COURSE OUTLINE IS INTENDED TO ASSIST DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN EXPANDING THEIR PROGRAM TO THE TENTH GRADE. MAJOR SECTIONS OF THE OUTLINE INCLUDE: (1) GENERAL OBJECTIVES, (2) ORIENTATION, (3) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA), (4) PERSONALITY, (5) DISTRIBUTIVE OCCUPATIONS, AND (6) JOB APPLICATION AND INTERVIEW. OTHER USEFUL

RESOURCE MATERIALS FOUND IN THIS OUTLINE ARE A BIBLIOGRAPHY, SOURCE INFORMATION FOR INSTRUCTIONAL MATERIALS, A PERSONALITY INVENTORY, AND A SAMPLE JOB APPLICATION. THIS OUTLINE IS JOB ORIENTED AND PROVIDES FOR DETAILED EXPLORATION OF THE VARIOUS DISTRIBUTIVE OCCUPATIONS. (JS)

VT 013 553
INTRODUCTION TO NURSING FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11021 ($3.50, CHECKS SHOULD BE MADE PAYABLE TO AUDITOR, BOARD OF EDUCATION).
PUB DATE - 71 84P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *NURSING; *HEALTH EDUCATION; *FAMILY HEALTH; HIGH SCHOOLS; COMMUNITY HEALTH; HIGH SCHOOL STUDENTS; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS

ABSTRACT - THIS DOCUMENT IS INTENDED TO BE USED AS A GUIDE FOR TEACHING HIGH SCHOOL STUDENTS WHO ARE SEEKING ADVANCED PREPARATION FOR HEALTH CAREERS IN ORDER TO MEET EXPANDING COMMUNITY NEEDS. THE COURSE OF STUDY PROVIDES LEARNING EXPERIENCES FOR DEVELOPING A POSITIVE HEALTH PROGRAM FOR STUDENTS, THEIR FAMILIES, AND COMMUNITIES. OPPORTUNITIES ARE PRESENTED FOR THE MASTERY OF SIMPLE NURSING TECHNIQUES VALUABLE IN THE HOME CARE OF THE SICK. THE TOPICS ARE PRESENTED BY SUBJECT CONTENT AND SUGGESTED ACTIVITIES AND PROCEDURES FOR THE TEACHER AND THE STUDENT ARE INCLUDED. A BIBLIOGRAPHY IS APPENDED. (GB)

VT 013 601
HOME ECONOMICS LEARNING PACKAGES (HELPS): HOUSING AND INTERIOR DECORATING.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 82P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *HOUSING; *INTERIOR DESIGN; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR SECONDARY AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS FOUR LEARNING PACKAGES IN THE AREA OF HOUSING AND INTERIOR DECORATION. TITLES OF THE INDIVIDUAL PACKAGES ARE: (1) DOLLARS FOR HOUSING (1008), WHICH FOCUSES ON FACTORS TO CONSIDER PRIOR TO HOME MORTGAGE CONTRACTING, (2) FLOWERS WITH A FLAIR (1009), WHICH FOCUSES ON FLOWER ARRANGING, (3) HOUSES TO BUY OR NOT TO BUY (1010), WHICH FOCUSES ON FACTORS TO CONSIDER WHEN BUYING A HOME, AND (4) NEW LEASE FOR LIVING (1014), WHICH FOCUSES ON RENTING AN APARTMENT. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)

VT 013 602
HOME ECONOMICS LEARNING PACKAGES (HELPS): CONSUMER EDUCATION.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 289P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE, SECONDARY, AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS 13 LEARNING PACKAGES IN THE AREA OF CONSUMER EDUCATION. TITLES OF INDIVIDUAL PACKAGES ARE: (1) ADVERTISING APPEAL (1001), ON THE INFLUENCE OF ADVERTISING, (2) APPLES TO ZUCCHINI (1002), ON BUYING FRUITS AND VEGETABLES, (3) BARGAIN HUNTERS (1003), CONCERNING TECHNIQUES USED BY MERCHANTS TO INFLUENCE BUYING PRACTICES, (4) BE SURE: INSURE YOUR HEALTH (1004), (5) CHECKING ACCOUNT: A SERVANT TO YOU (1006), (6) CLOTHING EXPRESSES YOU (1007), ON THE INFLUENCE OF ATTITUDES AND VALUES ON CLOTHING SELECTION, (7) MEAL STEALS (1012), ON PLANNING, PURCHASING AND PREPARING FOOD, (8) MONEY MIGHT (1013), CONCERNING THE SPENDING PLAN AS A MONEY MANAGEMENT STRATEGY, (9) ON BEING A CHOOSY CUSTOMER (1015), RELATING TO FOOD MARKETING AND PRICING PRACTICES, (10) THE CONSUMER IS KING (1016), ON CONSUMER RIGHTS AND RESPONSIBILITIES, (11) THE FACTS OF LIFE INSURANCE (1017), (12) THIS LITTLE PIGGY WENT TO MARKET (1019), ON TYPES OF STORES AND THEIR SERVICES, AND (13) YOU CAN BANK ON IT (1020). INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDER BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY

STATEMENT. (SB)

VT 013 603
HOME ECONOMICS LEARNING PACKAGES (HELPS): CHILD DEVELOPMENT AND FAMILY RELATIONS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 35P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CHILD DEVELOPMENT; *FAMILY RELATIONSHIP; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE AND SECONDARY LEVELS, THIS DOCUMENT CONTAINS LEARNING PACKAGES IN THE AREA OF CHILD DEVELOPMENT AND FAMILY RELATIONS. TITLES OF THE INDIVIDUAL PACKAGES ARE: (1) LEARNING TO GET ALONG WITH OTHERS (1011), WHICH FOCUSES ON THE SOCIALIZATION PROCESS OF THE YOUNG CHILD, AND (2) THE FAMILY LIFE CYCLE (1018), WHICH FOCUSES ON HUMAN DEVELOPMENT AND THE FAMILY. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)

VT 013 615
APPLEGATE, RONALD, AND OTHERS
COORDINATION TECHNIQUES FOR COOPERATIVE TRAINING IN DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 28P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *PROGRAM COORDINATION; *COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; GUIDELINES; VOCATIONAL FOLLOWUP; PROGRAM EVALUATION; TEACHER ROLE

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION INTERNS, THIS HANDBOOK WAS DEVELOPED TO AID THE STUDENT, EMPLOYER, AND COORDINATOR IN COOPERATIVE EDUCATION PROGRAMS. IN ORDER TO OBTAIN OPTIMUM BENEFITS FROM A COOPERATIVE WORK PROGRAM, AN ORDERLY AND SEQUENTIAL FORMAT HAS BEEN LAID OUT IN THIS HANDBOOK TO AID THE COORDINATOR, ALONG WITH EXAMPLE FORMS TO INITIATE PROGRAMS AND DOCUMENT THE PROGRESS OF INDIVIDUAL STUDENTS. MAJOR SECTIONS OF THE HANDBOOK INCLUDE: (1) INTRODUCTION, (2) INITIATING PLACEMENT WITH PARENT, EMPLOYER, AND STUDENT, (3) WORK STATION COORDINATION OF ADVISORY COMMITTEE, VISITATIONS, SPONSOR AND STUDENT DUTIES, AND (4) PROGRAM FOLLOW-UP AND EVALUATION. (AUTHOR/JS)

VT 013 659
LANGSTON, LESLIE V.
DEVELOPMENT OF ILLUSTRATIVE VISUAL AIDS FOR TEACHING DRAFTING PRINCIPLES TO THE SLOW LEARNER.

EASTERN NEW MEXICO UNIV., ROSWELL.
NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, SANTA FE
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP70 44P.

DESCRIPTORS - *DRAFTING; *ORTHOGONAL PROJECTION; *VOCATIONAL EDUCATION; *VISUAL AIDS; *SLOW LEARNERS; INDUSTRIAL ARTS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A DRAFTING INSTRUCTOR WORKING UNDER A CONTRACT FOR A MINI-GRANT, THIS DOCUMENT REPORTS VARIOUS VISUAL AIDS THAT MIGHT BE USED FOR TEACHING DRAFTING PRINCIPLES TO SLOW LEARNERS IN VOCATIONAL-TECHNICAL EDUCATION. THE OBJECTS ARE INTENDED FOR TEACHING THE PRINCIPLES OF ORTHOGRAPHIC, ISOMETRIC, AND OBLIQUE PROJECTION. TEN DIFFERENT VISUAL AID PROJECTS WERE DEVELOPED AND SUFFICIENT INFORMATION IS INCLUDED TO ALLOW OTHER INSTRUCTORS TO DUPLICATE THEM. A RESOURCE LIST FOR SUPPLIES IS INCLUDED. (GEB)

VT 013 677
BLANCHARD, ROBERT L.
GUIDE FOR TEACHING OCCUPATIONAL RESTAURANT OPERATIONS 1-2, 3-4. AN OCCUPATIONAL TRAINING COURSE.

SAN DIEGO CITY SCHOOLS, CALIF.
MF AVAILABLE IN VT-ERIC SET.
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICE, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 ($2.25).
PUB DATE - DEC69 147P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; FOOD SERVICE

ABSTRACT - DEVELOPED UNDER THE GUIDANCE OF A RESTAURANT OPERATIONS ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS FOR USE BY INSTRUCTORS IN THE CITY SCHOOLS FOR TEACHING RESTAURANT OPERATION IN GRADES 11 AND 12. THE CONTENT OF THIS COURSE DEALS WITH ORIENTATION TO AND LEARNING OF BASIC RESTAURANT OPERATIONS PROCEDURES, AND IS DIVIDED INTO SIX BASIC PARTS: (1) ORIENTATION, (2) ESSENTIALS OF GOOD TABLE SERVICE, (3) BASIC KNOWLEDGE RELATED TO FOOD PREPARATION, (4) BASIC PRINCIPLES AND PREPARATION OF QUANTITY FOOD, (5) BASIC SKILLS RELATED TO FOOD PREPARATION, AND (6) PREPARATION FOR EMPLOYMENT. SUGGESTED RESOURCE MATERIALS, A BIBLIOGRAPHY OF BOOKS, PERIODICALS AND

PAMPHLETS, AND A LIST OF INSTRUCTIONAL AIDS ARE APPENDED. (GEB)

VT 013 705
AUTOMATIC DATA PROCESSING, SUPPLEMENT TO BOOKKEEPING AND ACCOUNTING I AND II SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (SINGLE COPIES AVAILABLE).
PUB DATE - 71 46P.

DESCRIPTORS - *BUSINESS EDUCATION; *DATA PROCESSING; *BOOKKEEPING; *TEACHING GUIDES; *CHARTS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY EDUCATION; COMPUTERS

ABSTRACT - DEVELOPED THROUGH A STATE DEPARTMENT OF EDUCATION, THIS SUPPLEMENT WAS DESIGNED TO ACCOMPANY THE BOOKKEEPING AND ACCOUNTING I AND II SYLLABUS. BUSINESS EDUCATION TEACHERS WILL BE ABLE TO USE THIS SUPPLEMENTARY INFORMATION IN A VARIETY OF WAYS. SOME MAY DEVELOP TRANSPARENCIES FROM THE FLOWCHARTS THAT CAN BE USED DURING CLASS PRESENTATIONS. OTHER TEACHERS MAY PREFER TO USE THE CONTENT OF THE SUPPLEMENT TO EXTEND THEIR OWN KNOWLEDGE OF AUTOMATED DATA PROCESSING. AMONG THE NINE CHAPTERS INCLUDED IN THE SUPPLEMENT ARE THOSE ON: (1) UNIT RECORD EQUIPMENT, (2) COMPUTER DATA PROCESSING, (3) GENERAL LEDGER AND STATEMENTS, (4) BILLING, CASH RECEIPTS, AND RECEIVABLES, AND (5) AUTOMATED PAYROLL APPLICATIONS. A RELATED DOCUMENT IS AVAILABLE AS VT 011 645 (AIM SPRING 1971). (JS)

VT 013 719
DAY, BILL D., COMP.
SPORTING GOODS. PART I: HUNTING AND FISHING EQUIPMENT AND PART II: ATHLETIC, MARINE, AND CAMPING EQUIPMENT. A DISTRIBUTIVE EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LAB., DISTRIBUTIVE EDUCATION DEPT., DIV. OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PART I AND II $12.95; ANSWER BOOK $3.50).
PUB DATE - 70 336P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RECREATIONAL ACTIVITIES; *SALESMANSHIP; SALES WORKERS; *TEACHING GUIDES; MANUALS; BIBLIOGRAPHIES; EDUCATIONAL OBJECTIVES; GLOSSARIES; *INSTRUCTIONAL MATERIALS; *ATHLETIC EQUIPMENT; CAMPING
IDENTIFIERS - HUNTING EQUIPMENT; FISHING EQUIPMENT; *SPORTING GOODS; MARINE EQUIPMENT

ABSTRACT - THESE MANUALS WERE PREPARED TO INTRODUCE STUDENTS TO THE FUNDAMENTALS OF HUNTING AND FISHING (PART I) AND SPORTS REQUIRING ATHLETIC, MARINE AND CAMPING EQUIPMENT (PART II). THE SPORTS SALESMAN IS IN THE POSITION OF OFFERING A SERVICE TO THE CUSTOMER, AND HE CAN BEST DO SO BY UNDERSTANDING THE SPORTS AND THE VARIETY OF PRODUCTS WHICH MAY BE SOLD TO SATISFY ALL LEVELS OF SPORTS PARTICIPATION. EACH ASSIGNMENT INCLUDES DESCRIPTIVE INFORMATION, QUESTIONS, AND SUGGESTED PROJECTS, AND THEY ARE LIBERALLY ILLUSTRATED WITH PICTURES AND LINE DRAWINGS. GLOSSARIES AND BIBLIOGRAPHIES ARE INCLUDED. AN ANSWER BOOK TO ASSIGNMENT QUESTIONS IS AVAILABLE FROM THE SOURCE OF AVAILABILITY LISTED ABOVE. (CD)

VT 013 735
TERRELL, BERT; BABINEAUX, C.J.
OVERALL PLAN; A VOCATIONAL COURSE IN TRUCK DRIVING FOR HIGH SCHOOL BOYS. AN INNOVATIVE PILOT PROGRAM.

IBERIA PARISH SCHOOL BOARD, LA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JUL70 61P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *VOCATIONAL REHABILITATION; *RESOURCE MATERIALS; EDUCATIONAL RETARDATION; SECONDARY SCHOOLS; DRIVER EDUCATION; TRANSPORTATION; MALES; OCCUPATIONAL INFORMATION; JOB TRAINING

ABSTRACT - DEVELOPED AS A PROJECT UNDER TITLE III, AND PILOT TESTED FOR 2 YEARS IN SENIOR HIGH SCHOOL TRADE AND INDUSTRIAL CLASSES, THIS CURRICULUM GUIDE IS DESIGNED FOR TEACHER USE IN HELPING EDUCATIONALLY RETARDED STUDENTS, AGE 16 TO 20 YEARS, TO ACHIEVE VOCATIONAL, SOCIAL, AND CIVIC COMPETENCE THROUGH TRUCK DRIVER TRAINING. STUDIES WERE ALSO CONDUCTED OF AREA EMPLOYMENT OPPORTUNITIES, APPRENTICESHIP OPPORTUNITIES, AND INVESTIGATIONS WERE MADE INTO THE FEASIBILITY OF INSTITUTING OTHER VOCATIONAL CLASSES IN THE AREA. THE GUIDE CONTAINS A SECTION ON THE INTRODUCTION AND TECHNIQUES OF VOCATIONAL INSTRUCTION, AND A COMPLETE COURSE OF STUDY ON TRUCK DRIVING WHICH INCLUDES AN EXTENSIVE SOURCE LIST OF SUPPLIES AND EQUIPMENT OF INSTRUCTION. (AUTHOR/GEB)

VT 013 737
TERRELL, BERT; BABINEAUX, C.J.
OVERALL PLAN; A VOCATIONAL COURSE IN NURSE'S AIDE FOR HIGH SCHOOL GIRLS. AN INNOVATIVE PILOT PROGRAM.

IBERIA PARISH SCHOOL BOARD, LA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1JUL70 41P.

DESCRIPTORS - *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *TEACHING TECHNIQUES; *PILOT PROJECTS; *NURSES AIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; GRADE 12; COOPERATIVE EDUCATION; CLASS ORGANIZATION; EDUCATIONAL INNOVATION

ABSTRACT - DEVELOPED FOR TRAINING PROSPECTIVE NURSES AIDES, THIS COURSE OF STUDY AND TEACHING GUIDE IS INTENDED FOR USE IN GRADE 12 FOR A CLASS THAT MEETS 2 HOURS A DAY 5 DAYS A WEEK. TWO CREDITS ARE GIVEN FOR THE COURSE WHICH INCLUDES 18 WEEKS (180 HOURS) OF ON-THE-JOB TRAINING AT A NURSING HOME AND A HOSPITAL. THE TWO MAJOR SECTIONS OF THE GUIDE

ARE TECHNIQUES OF VOCATIONAL INSTRUCTION AND THE COURSE OF STUDY. THE LATTER SECTION PROVIDES A LESSON OUTLINE, OBJECTIVES, AND SUGGESTIONS FOR CLASS ORGANIZATION, SUPPLIES AND RESOURCE MATERIALS. (JS)

VT 013 739
NURSING CAREERS IN THE INDIAN HEALTH SERVICE.

HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION (DHEW), BETHESDA, MD.
MF AVAILABLE IN VT-ERIC SET.
PHS-PUB-1626
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($0.30; HE 20.2652: N 93/971)
PUB DATE - 71 13P.1971 REVISION

DESCRIPTORS - INSTRUCTIONAL MATERIALS; *HEALTH OCCUPATIONS EDUCATION; OCCUPATIONAL INFORMATION; *NURSES; *RESOURCE MATERIALS: *AMERICAN INDIANS; EMPLOYMENT QUALIFICATIONS; CAREER PLANNING; *CAREER OPPORTUNITIES

ABSTRACT - INCLUDED IN THIS PAMPHLET IS INFORMATION CONCERNING HEALTH FACILITIES FOR INDIANS AND RELATED NURSING CAREER OPPORTUNITIES. SPECIFICALLY, THE DOCUMENT DESCRIBES JOB REQUIREMENTS AND APPLICATION PROCEDURES. ALSO INCLUDED IS A DIRECTORY OF REGIONAL HEALTH SERVICE AREA OFFICES AND HEALTH, EDUCATION AND WELFARE REGIONAL OFFICES. (JS)

VT 013 742
COUNSELOR'S HANDBOOK FOR ADVISING STUDENTS APPLYING FOR APPOINTMENT TO UNITED STATES COAST GUARD ACADEMY (1971-1972).

COAST GUARD ACADEMY, NEW LONDON, CONN.
MF AVAILABLE IN VT-ERIC SET.
CG-147-3
PUB DATE - 71 32P.

DESCRIPTORS - VOCATIONAL EDUCATION; *COUNSELORS; GUIDANCE COUNSELING; *CAREER PLANNING; *GUIDES; *ADMISSION CRITERIA; *MILITARY SCHOOLS; PROFESSIONAL TRAINING
IDENTIFIERS - COAST GUARD ACADEMY

ABSTRACT - THIS PAMPHLET HAS BEEN PREPARED TO ASSIST THE GUIDANCE COUNSELOR IN IDENTIFYING THE STUDENTS MOST LIKELY TO BE SUCCESSFUL IN THE COMPETITION FOR APPOINTMENT TO THE COAST GUARD ACADEMY SO THAT HE MAY BEST SERVE THEIR INTERESTS IN THEIR SEEKING CAREERS AS COMMISSIONED OFFICERS IN THE COAST GUARD. INFORMATION IS FURNISHED ENABLING THE COUNSELOR TO INFORM INTERESTED STUDENTS OF THE PROGRAM AT THE ACADEMY, THE REQUIREMENTS FOR ELIGIBILITY, THE APPOINTMENT PROCESS, THE APPLICATION PROCEDURE, AND OTHER FACTS OF INTEREST TO THE PROSPECTIVE APPLICANT AND HIS COUNSELOR. MAJOR SECTIONS OF THE PAMPHLET PERTAIN TO: (1) A CADET PROFILE, (2) PAY, HOUSING, OBLIGATIONS, (3) ACADEMIC PROGRAM, AND (4) SOURCES OF FURTHER INFORMATION. THE ACADEMIC PROGRAM IS OUTLINED ACCORDING TO CORE REQUIREMENTS, OPTION REQUIREMENTS, AND ELECTIVES. (AUTHOR/JS)

VT 013 745
AIRCRAFT ALTERATIONS; ACCEPTABLE METHODS, TECHNIQUES, AND PRACTICES.

FEDERAL AVIATION ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC43.13-2
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($2.00; TD 4.28:969 SUBSCRIPTION-ORDER SEPARATELY).
PUB DATE - MAY69 125P.1969 REVISION

DESCRIPTORS - *AVIATION TECHNOLOGY; *TECHNICAL EDUCATION; *TECHNIQUES; *METHODS; *INSTRUCTIONAL MATERIALS; AVIATION MECHANICS; VOCATIONAL EDUCATION; ILLUSTRATIONS; SUPPLEMENTARY TEXTBOOKS
IDENTIFIERS - *AIRCRAFT ALTERATIONS

ABSTRACT - THIS ADVISORY CIRCULAR CONTAINS METHODS, TECHNIQUES, AND PRACTICES ACCEPTABLE TO THE FEDERAL AVIATION AGENCY ADMINISTRATOR FOR USE IN ALTERING CIVIL AIRCRAFT. MAJOR TOPICS INCLUDE: (1) STRUCTURAL DATA, (2) RADIO INSTALLATIONS, (3) ANTENNA INSTALLATIONS, (4) ANTICOLLISION AND SUPPLEMENTARY LIGHT INSTALLATIONS, (5) SKI INSTALLATIONS, (6) OXYGEN SYSTEM INSTALLATIONS, (7) ROTORCRAFT EXTERNAL-LOAD DEVICE INSTALLATIONS, (8) GLIDER AND BANNER TOW-HITCH INSTALLATIONS, (9) SHOULDER HARNESS INSTALLATION, AND (10) BATTERY INSTALLATIONS. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS PICTURES AND LINE DRAWINGS. FOUR SUPPLEMENTARY DOCUMENTS, ADVISORY CIRCULAR CHANGE NUMBERS 7-10, ARE ATTACHED. (GEB)

VT 013 746
JOHNSON, ELIZABETH D.
FEDERAL OFFICE ASSISTANT EXAMINATION: STENOGRAPHER, TYPIST, CLERK, AND OFFICE MACHINE OPERATOR. WHAT IT IS, AND HOW IT IS GIVEN.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF POLICIES AND STANDARDS.
MF AVAILABLE IN VT-ERIC SET.
AN 2400 R4
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($0.60;CS 1.28:2400/4/971)
PUB DATE - 71 61P.

DESCRIPTORS - *BUSINESS EDUCATION; *FEDERAL GOVERNMENT; *EMPLOYMENT QUALIFICATIONS; *OCCUPATIONAL TESTS; *GUIDES; VOCATIONAL EDUCATION; OFFICE OCCUPATIONS EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; GOVERNMENT EMPLOYEES; OCCUPATIONAL INFORMATION; TYPEWRITING; STENOGRAPHY; CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED IN THE PERSONNEL MEASUREMENT RESEARCH AND DEVELOPMENT CENTER OF THE CIVIL SERVICE COMMISSION, THIS DOCUMENT DESCRIBES THE FEDERAL OFFICE ASSISTANT EXAMINATION. SPECIFIC INFORMATION, WHICH SHOULD BE USEFUL IN CAREER GUIDANCE AND STUDENT EVALUATION, IS PROVIDED ON CAREER OPPORTUNITIES, SALARIES AND OTHER BENEFITS, TEST AND EXPERIENCE REQUIREMENTS, AND PROFICIENCY CERTIFICATES. ALSO INCLUDED ARE

SAMPLE TESTS AND RELATED INFORMATION PERTAINING TO VERBAL ABILITIES, CLERICAL ABILITIES, TYPING, DICTATION, AND OFFICE MACHINE OPERATION. A DIRECTORY OF AREA OFFICES OF THE U.S. CIVIL SERVICE COMMISSION IS FOUND IN THE BACK OF THE DOCUMENT. (JS)

VT 013 747
INSTRUMENT FLIGHT INSTRUCTOR, WRITTEN TEST GUIDE.

FEDERAL AVIATION ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402.
PUB DATE - 71 46P.1971 REVISION.

DESCRIPTORS - *AVIATION TECHNOLOGY; *FLIGHT TRAINING; *STUDY GUIDES: *MEASUREMENT INSTRUMENTS; AVIATION VOCABULARY; TRANSPORTATION; OBJECTIVE TESTS: RESOURCE MATERIALS
IDENTIFIERS - *INSTRUMENT FLIGHT INSTRUCTOR

ABSTRACT - PREPARED BY THE FEDERAL AVIATION ADMINISTRATION, THIS GUIDE IS INTENDED TO ASSIST APPLICANTS WHO ARE PREPARING FOR THE INSTRUMENT FLIGHT INSTRUCTOR WRITTEN TEST. THE BASIC AERONAUTICAL KNOWLEDGE REQUIREMENTS FOR AN INSTRUMENT FLIGHT INSTRUCTOR ARE OUTLINED: THE INFORMATION ATTEMPTS TO ACQUAINT THE APPLICANT WITH SOURCE MATERIAL THAT MAY BE USED TO ACQUIRE THIS KNOWLEDGE; AND SAMPLE TEST ITEMS WITH ANSWERS AND EXPLANATIONS ARE PROVIDED. MANY ILLUSTRATIONS REPRESENTATIVE OF THOSE USED IN THE WRITTEN TESTS ARE INCLUDED. (GEB)

VT 013 750
COSMETOLOGY AND THE PHYSICALLY HANDICAPPED; COURSES AND OBJECTIVES.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 46P.

DESCRIPTORS - *COSMETOLOGY; COURSE CONTENT; *JOB TRAINING: *PHYSICALLY HANDICAPPED; INSTRUCTIONAL MATERIALS; PUBLIC SCHOOLS; *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - PARACOSMETOLOGISTS

ABSTRACT - DEVELOPED BY AN INSERVICE EDUCATION GROUP, THIS CURRICULUM GUIDE IS INTENDED TO AID COSMETOLOGY INSTRUCTORS IN PRESENTING PARA-COSMETOLOGY COURSES FOR THE PHYSICALLY HANDICAPPED. JOB DESCRIPTIONS, ESTIMATED INSTRUCTIONAL TIMES, AND INSTRUCTIONAL PERFORMANCE GOALS ARE PRESENTED FOR THE PARA-COSMETOLOGIST OCCUPATIONS OF: (1) DISPENSARY CLERK, (2) ELECTROLOGIST, (3) MAKE-UP SPECIALIST, (4) MANICURIST, (5) RECEPTIONIST, (6) WIG MAKER, AND (7) WIG STYLIST. A LIST OF THE WORKSHOP'S PARTICIPANTS IS APPENDED. (GEB)

VT 013 751
HOGARD, R.W.
A GUIDE TO HELP THE STUDENT STUDY.

BLACKHAWK TECH, JANESVILLE, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 2APR71 11P.

DESCRIPTORS - *VOCATIONAL EDUCATION; TECHNICAL EDUCATION; *STUDY GUIDES; RESOURCE MATERIALS; *STUDY HABITS; *STUDY SKILLS; STUDENT NEEDS; *READING SKILLS; TESTING

ABSTRACT - INCLUDED IN THIS HANDBOOK ARE SUGGESTIONS FOR IMPROVING THE STUDY HABITS OF VOCATIONAL AND TECHNICAL STUDENTS. ARRANGED IN OUTLINE FORMAT, THE HANDBOOK INCLUDES SECTIONS ON: (1) PLANNING YOUR WORK, (2) IMPROVING YOUR READING ABILITY, (3) MASTERING THE TEXTBOOK ASSIGNMENT - THE P-Q-R-S-T METHOD, (4) IMPROVING YOUR MEMORY, (5) INCREASING YOUR ABILITY TO CONCENTRATE, (6) PREPARING FOR AND TAKING EXAMINATIONS, (7) TAKING LECTURE NOTES, (8) REDUCING READING AND STUDY HANDICAPS, AND (9) APPLY WHAT YOU LEARN. TEACHERS IN ALL SERVICE AREAS MAY WANT TO ADOPT THIS GUIDE FOR THEIR STUDENTS. (JS)

VT 013 752 ED 055 168
HARRIS, WILBERT, AND OTHERS
HANDBOOK FOR COORDINATORS OF INDUSTRIAL COOPERATIVE TRAINING IN VIRGINIA'S PUBLIC SCHOOLS.

VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. TRADE AND INDUSTRIAL EDUCATION SERVICE.
EDRS PRICE MF-$.65 HC-$3.29.
STATE DEPARTMENT OF EDUCATION, PUBLIC INFORMATION DIVISION, NINTH STREET OFFICE BUILDING, RICHMOND, VIRGINIA 23216 ($.75)
PUB DATE - JAN71 98P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *GUIDES; *COOPERATIVE EDUCATION; PROGRAM EVALUATION; SECONDARY EDUCATION; ADVISORY COMMITTEES; RESPONSIBILITY; CURRICULUM DEVELOPMENT; EDUCATIONAL FACILITIES; TEACHING TECHNIQUES; YOUTH CLUBS; GRADING; INSTRUCTOR COORDINATORS

ABSTRACT - DESIGNED AS AN ADMINISTRATIVE GUIDE FOR INDUSTRIAL COOPERATIVE TRAINING (ICT) COORDINATORS, THIS HANDBOOK WAS ASSEMBLED TO PROVIDE MUCH OF THE INFORMATION NEEDED TO OPERATE A SUCCESSFUL PROGRAM. THE GUIDE INCLUDES THE POLICIES OF THE TRADE AND INDUSTRIAL EDUCATION SERVICE, CURRICULUM OUTLINES, DUTIES AND RESPONSIBILITIES OF THE COORDINATOR AND SUCCESSFUL OPERATIONAL TECHNIQUES. MAJOR SECTIONS OF THE DOCUMENT INCLUDE: (1) THE ICT COORDINATOR, (2) STATE REGULATION, (3) ADVISORY COMMITTEE, (4) THE CLASSROOM, (5) SELECTING TRAINING AGENCIES, (6) SUPERVISING STUDENTS ON THE JOB, AND (7) THE HIGH SCHOOL ADMINISTRATOR'S RESPONSIBILITIES. ALSO INCLUDED ARE CHECKLISTS USEFUL IN EVALUATING PROGRAMS. (JS)

VT 013 753
HOGARD, R.W.
HOW TO GET A JOB. PART 2: THE PERSONAL DATA SHEET.

BLACKHAWK TECH, JANESVILLE, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15MAR71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *JOB APPLICATION; *DATA SHEETS; LETTERS (CORRESPONDENCE); *OCCUPATIONAL GUIDANCE; TEACHER GUIDANCE; *TEACHING GUIDES

ABSTRACT - DEVELOPED TO TEACH STUDENTS THE PROCEDURES OF FINDING EMPLOYMENT, THIS GUIDE STRESSES THE IMPORTANCE AND USE OF THE LETTER OF APPLICATION, THE PERSONAL DATA SHEET, AND THE APPLICATION FORM. SPECIFIC TOPICS INCLUDE: (1) HOW TO FIND OUT ABOUT JOBS, (2) HOW TO DEVELOP YOUR LETTER, AND (3) HOW TO PICK AN EMPLOYER YOU WANT TO WORK FOR. ALSO INCLUDED ARE SAMPLE FORMS OF LETTERS OF APPLICATION, DATA SHEETS, AND EMPLOYMENT APPLICATIONS. (JS)

VT 013 755
CLEVEN, ARLENE M., AND OTHERS
REFRESHER TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIAN-AMBULANCE, COURSE GUIDE.

DUNLAP AND ASSOCIATES, INC., DARIEN, CONN.
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($0.35; TD 8.8: EM 3)
PUB DATE - MAR71 30P.

DESCRIPTORS - *PROGRAM GUIDES; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *EMERGENCY SQUAD PERSONNEL; *RETRAINING; RESOURCE MATERIALS; TEACHING TECHNIQUES; COURSE DESCRIPTIONS; COURSE OBJECTIVES; COURSE ORGANIZATION; CURRICULUM DEVELOPMENT; TECHNICAL EDUCATION; HIGHWAY SAFETY; REFRESHER COURSES; SCHEDULING; SCHEDULE MODULES

ABSTRACT - PREPARED FOR THE NATIONAL HIGHWAY SAFETY BUREAU, THIS GUIDE WAS DESIGNED FOR USE IN ORGANIZING, CONDUCTING, AND STANDARDIZING A REFRESHER TRAINING COURSE FOR EMERGENCY MEDICAL TECHNICIANS--AMBULANCE. PREREQUISITES FOR BOTH STUDENTS AND TEACHERS, SUGGESTED SCHEDULING AND CLASS SIZE, REQUIREMENTS FOR FACILITIES, TRAINING AIDS, AND REFERENCE MATERIALS, AND GUIDELINES FOR CONDUCTING THE COURSE ARE PROVIDED. MAJOR SECTIONS OF THE DOCUMENT ARE: (1) OBJECTIVES AND SCOPE OF THE COURSE, (2) TEACHING METHOD, (3) COURSE OUTLINE, (4) COURSE REQUIREMENTS, (5) CONDUCTING THE COURSE, AND (6) DEVELOPING TEST MATERIALS. RELATED DOCUMENTS ARE AVAILABLE AS VT 013 756, IN THIS ISSUE, AND VT 013 208, VT 011 735, AND VT 013 210 (ALL IN AIM VOL.5 NO.1). (AUTHOR/JS)

VT 013 756
CLEVEN, ARLENE M., AND OTHERS
REFRESHER TRAINING PROGRAM FOR EMERGENCY MEDICAL TECHNICIAN-AMBULANCE, INSTRUCTOR'S LESSON PLANS.

DUNLAP AND ASSOCIATES, INC., DARIEN, CONN.
DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.50; TD 8.8: EM 3/2)
PUB DATE - MAR71 127P.

DESCRIPTORS - *LESSON PLANS; *TRAFFIC SAFETY; *EMERGENCY SQUAD PERSONNEL; *RETRAINING; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; COURSE ORGANIZATION; TESTING; SCHEDULE MODULES; REFRESHER COURSES

ABSTRACT - DEVELOPED FOR THE HIGHWAY SAFETY BUREAU, THESE LESSON PLANS WERE PREPARED TO AID THE INSTRUCTOR IN CONDUCTING A REFRESHER TRAINING COURSE FOR EMERGENCY MEDICAL TECHNICIANS--AMBULANCE. ARRANGED IN OUTLINE FORMAT, THE 30-MODULE LESSONS COVER SUCH TOPICS AS: (1) AIRWAY CARE, (2) CARDIAC ARREST, (3) INJURIES TO THE HEAD, (5) ABDOMINAL INJURIES AND ILLNESSES AND INJURIES TO THE PELVIS, (6) BURNS, (7) VITAL SIGNS, AND (8) PATIENT EXAMINATION AND TRIAGE. EACH LESSON PLAN INCLUDES OBJECTIVES, MAJOR TOPICS TO COVER, AND SUGGESTED DISCUSSION ACTIVITIES. ALSO PROVIDED FOR EACH LESSON ARE ESTIMATES OF BOTH ELASPED TIME AND PROJECTED TIME, WHICH ARE USEFUL IN PLANNING LESSONS AND IN ASSIGNING EMPHASIS TO SPECIFIC TOPICS. RELATED DOCUMENTS ARE AVAILABLE AS VT 013 755, IN THIS ISSUE, AND VT 011 735, VT 013 208, AND VT 013 210 (ALL IN AIM VOL.5 NO.1). (JS)

VT 013 758
CASEY, JAMES P.; GAGE, GEORGE J., ED.
SCREEN PROCESS PRINTING.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 114P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INDUSTRIAL ARTS; *GRAPHIC ARTS; CURRICULUM GUIDES; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY AN IN-SERVICE EDUCATION GROUP OF STATE AND LOCAL EDUCATORS, THIS TEACHING GUIDE IS FOR INSTRUCTORS OF INDUSTRIAL ARTS AND VOCATIONAL EDUCATION GRAPHIC ARTS COURSES. IT IS INTENDED AS A REFERENCE TEXT FOR PRINT SHOP INSTRUCTORS WHO WISH TO INTRODUCE THE SCREEN PRINTING PROCESSES IN THEIR COURSES OF INSTRUCTION OR TO UPDATE THEIR KNOWLEDGE OF THIS SEGMENT OF THE GRAPHIC ARTS INDUSTRY. TOPICS INCLUDE: (1) SCREEN FABRICS, (2) SCREEN PRINTING INKS, (3) THE SQUEEGEE: TYPES AND USES, (4) DIRECT SCREEN PROCESS PRINTING PLATE, (5) THE PROCEDURE FOR MAKING A DIRECT CONTACT PHOTO SCREEN, (6) INTRODUCTION TO CARBON TISSUE PHOTO STENCILS, (7) SCREEN PRINTING: TIPS AND TECHNIQUES, AND (8) SOLUTIONS TO PROBLEMS ENCOUNTERED IN PRINTING. AN APPENDIX CONTAINING SAMPLE SCREENED ITEMS AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 013 760
MANAGEMENT AND GROUP PERFORMANCE: A GUIDE FOR THE USE OF INSTRUCTORS WHO CONDUCT TRAINING FOR MANAGERS AT THE OPERATING LEVEL.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.
BUREAU OF TRAINING.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($3.00;CS 1.7/4:M 31/2/971)
PUB DATE - 71 450P.1971 REVISION

DESCRIPTORS - *JOB TRAINING; *TEACHING GUIDES; *MANAGEMENT EDUCATION; *INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION; CURRICULUM GUIDES; TRAINING TECHNIQUES; REFERENCE MATERIALS; GROUP DISCUSSION

ABSTRACT - PREPARED BY THE CIVIL SERVICE COMMISSION, THIS TEACHING GUIDE IS FOR INSTRUCTORS OF "MANAGEMENT AND GROUP PERFORMANCE," A TRAINING COURSE FOR MANAGERS AT THE OPERATING LEVEL. IT INCLUDES AN OUTLINE OF THE COURSE, INDICATES THE STEPS TO BE TAKEN TO GET AND MAINTAIN DISCUSSIONS, AND PRESENTS READINGS AND HANDOUTS WHICH ARE USED TO SUPPLEMENT THE DISCUSSIONS AND READINGS FROM THE TEXT, "MANAGERIAL BEHAVIOR" BY LEONARD SAYLES. THE MATERIAL COVERS NINE SESSIONS, AND A MINIMUM TIME IS RECOMMENDED FOR EACH SESSION VARYING FROM 1 HOUR TO 12 HOURS PER SESSION. TOPICS FOR THE NINE SESSIONS ARE: (1) INTRODUCTION: WHAT A MANAGER DOES, (2) HOW THE MANAGER DOES HIS JOB, (3) WHY A MANAGER WORKS AS HE DOES, (4) MONITORING, (5) COMMUNICATIONS, (6) NEGOTIATION, (7) MODEL OF A MANAGER AT THE OPERATING LEVEL, (8) CONFLICT, AND (9) SUMMARY AND CONCLUSIONS. (GEB)

VT 013 766
INSTRUCTOR'S MANUAL FOR TRAINING MOTORCYCLE RIDERS.

NORTHWESTERN UNIV., EVANSTON. TRAFFIC INST.
MF AVAILABLE IN VT_ERIC SET.
TRAFFIC INSTITUTE, NORTHWESTERN UNIVERSITY, 405 CHURCH STREET, EVANSTON, ILLINOIS 60204
($5.00)
PUB DATE - 64 63P.

DESCRIPTORS - *TEACHING GUIDES; *MANUALS; *POLICE; *MOTOR VEHICLES; *TEACHING METHODS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TRAFFIC REGULATION; TEACHER ROLE; PERSONNEL SELECTION; STUDENT EVALUATION

ABSTRACT - PREPARED BY THE TRAFFIC INSTITUTE AT NORTHWESTERN UNIVERSITY, THIS INSTRUCTOR'S MANUAL IS INTENDED PRIMARILY FOR USE IN ORGANIZED CLASSES IN MOTORCYCLE RIDING, ESPECIALLY IN POLICE DEPARTMENTS. THE TRAINING DESCRIBED BEGINS WITH THE MOST ELEMENTARY KNOWLEDGE OF THE MACHINE AND PROCEEDS THROUGH BASIC OPERATIONS TO DEVELOP SKILLS FOR ALL ORDINARY RIDING PURPOSES. THE EIGHT CHAPTERS INCLUDED IN THE MANUAL ARE: (1) SELECTING MOTORCYCLE OFFICERS, (2) THE INSTRUCTOR'S ROLE, (3) THE STUDENT, (4) INSTRUCTIONAL METHODS, (5) THE MOTORCYCLE OFFICER, (6) PREPARATION FOR MOTORCYCLE INSTRUCTION, (7) GENERAL CONDUCT OF TRAINING, AND (8) DETAILS OF INSTRUCTION. THE MANUAL IS DESIGNED FOR USE WITH TWO ADDITIONAL PUBLICATIONS BOUND INTO THIS DOCUMENT, "MOTORCYCLE OPERATION, A MANUAL FOR RIDERS" AND "MOTORCYCLE OPERATOR'S EVALUATION." THE LATTER IS A FORM FOR SCORING A MOTORCYCLE OPERATOR'S PERFORMANCE TO SHOW WHAT ADDITIONAL TRAINING HE MAY NEED AND TO RECORD HIS PROGRESS IN LEARNING. (JS)

VT 013 771 ED 055 171
OPPENHEIM, IRENE
SELECTED AUDIO-VISUAL MATERIALS FOR CONSUMER EDUCATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
CENTER FOR CONSUMER EDUCATION SERVICES.
EDISON TOWNSHIP BOARD OF EDUCATION, N.J.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29
MONOG-2
PUB DATE - 71 27P.

DESCRIPTORS - *CONSUMER EDUCATION; *AUDIOVISUAL AIDS; EDUCATIONAL RESOURCES; *ANNOTATED BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; PROGRAM PLANNING

ABSTRACT - THIS MONOGRAPH PROVIDES AN ANNOTATED LISTING OF SUGGESTED AUDIOVISUAL MATERIALS WHICH TEACHERS SHOULD CONSIDER AS THEY PLAN CONSUMER EDUCATION PROGRAMS. THE MATERIALS ARE DIVIDED INTO A GENERAL SECTION ON CONSUMER EDUCATION AND A SECTION ON SPECIFIC TOPICS, SUCH AS CREDIT, DECISION MAKING, HEALTH, INSURANCE, MONEY MANAGEMENT, AND OTHERS. THE ANNOTATIONS PROVIDE A SHORT DESCRIPTION, APPROPRIATE AUDIENCE, PRICE, AND SOURCE OF AVAILABILITY. A RELATED DOCUMENT IS AVAILABLE IN ARM, VOL. 5, NO. 2 AS VT 013 772. (SB)

VT 013 773
TRAINING COURSE FOR POWER OPERATION PERSONNEL, LESSONS I-XII.

DEPARTMENT OF THE INTERIOR, DENVER, COLO.
ENGINEERING AND RESEARCH CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 932P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL EDUCATION; *ELECTRICITY; *KINETICS; MAINTENANCE; UTILITIES; JOB TRAINING; POST TESTING; OBJECTIVE TESTS; GRAPHS; CHARTS
IDENTIFIERS - POWER OPERATION PERSONNEL

ABSTRACT - DEVELOPED FOR THE DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION, THIS SERIES OF LESSONS MAKE UP AN EXTENSIVE TRAINING COURSE FOR POWER OPERATION PERSONNEL. THE 12 LESSON TOPICS INCLUDE: (1) HYDROELECTRIC POWER, (2) HYDRAULIC TURBINES, (3) GOVERNORS FOR HYDRAULIC TURBINES, (4) ALTERNATORS AND ALTERNATING CURRENT GENERATORS, (5) ALTERNATING CURRENT GENERATOR COMPONENTS, EXCITATION, EXCITATION CONTROL, (6) SYNCHRONIZATION AND LOAD CONTROL, (7) SUBSTATIONS, TRANSFORMERS, CIRCUIT BREAKERS AND REGULATORS, (8) PROTECTIVE RELAYING, (9) TRANSMISSION LINES AND THEIR OPERATION, AND (10) INTERCONNECTED SYSTEM OPERATION. EACH LESSON IS CONTAINED IN AN INDIVIDUAL BOOKLET, INCLUDES A COMPLETE DISCUSSION, AND IS ILLUSTRATED WITH CHARTS AND GRAPHS. AN OBJECTIVE POST TEST WITH ANSWERS IS PROVIDED FOR EACH LESSON. (GEB)

VT 013 799
THE ROLE OF THE NURSE IN OCCUPATIONAL HEALTH NURSING.

PUBLIC HEALTH SERVICE (DHEW), CINCINNATI, OHIO. NATIONAL CENTER FOR URBAN AND INDUSTRIAL HEALTH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES; *INDUSTRY; *OCCUPATIONAL INFORMATION; EMPLOYMENT QUALIFICATIONS

ABSTRACT - THIS DOCUMENT DESCRIBES THE ROLE OF THE OCCUPATIONAL HEALTH NURSE, INCLUDING THE LOCATION OF THE JOB, JOB DUTIES, KNOWLEDGES NEEDED, PART-TIME EMPLOYMENT POSSIBILITIES, OBJECTIVES OF AN ORIENTATION PROGRAM, AND HISTORICAL BACKGROUND. (SB)

VT 013 800
THE OPERATING ROOM TECHNICIAN; MEDICAL SERVICE.

DEPARTMENT OF THE AIR FORCE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AFM 160-56
PUB DATE - 20APR71 233P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *SUBPROFESSIONALS; *STUDY GUIDES; *SURGICAL TECHNICIANS; TECHNICAL OCCUPATIONS; HEALTH OCCUPATIONS; HEALTH PERSONNEL

ABSTRACT - INTENDED FOR INSERVICE, ON-THE-JOB TRAINING, AND AS A REFERENCE, THIS ILLUSTRATED MANUAL DESCRIBES TECHNIQUES TO BE USED IN PREPARING THE OPERATING ROOM AND IN CARING FOR THE PATIENT BEFORE, DURING, AND AFTER SURGICAL PROCEDURES. CHAPTERS ARE: (1) THE DEVELOPMENT OF MODERN SURGERY, (2) MICROBIOLOGY, STERILIZATION, DISINFECTION, AND ASEPTIC TECHNIQUE, (3) EQUIPMENT AND SUPPLIES, (4) PREOPERATIVE PREPARATION OF THE PATIENT, (6) SKIN DEGERMING, GOWNING, AND GLOVING, (7) SETTING UP THE STERILE INSTRUMENT TABLE, (8) SURGICAL POSITIONING OF THE PATIENT, (9) ANESTHESIA, (10) PREPARATION OF THE OPERATIVE SITE, (11) STERILE AND NONSTERILE NURSING ACTIVITIES DURING A SURGICAL PROCEDURE, (12) HOUSEKEEPING AND OTHER NONSURGICAL ACTIVITIES, (13) POSTANESTHESIA CARE OF THE PATIENT, AND (14) SETUPS AND TECHNIQUES RELATED TO SURGICAL SPECIALTIES. (SB)

VT 013 803 ED 053 336
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), SUMMER 1971.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$.65 HC-$6.58.
ERIC CLEARINGHOUSE FOR VOCATIONAL AND TECHNICAL EDUCATION, THE OHIO STATE UNIVERSITY, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY, $11.00 PER YEAR; $18.00 TWO YEARS)
PUB DATE - 71 154P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - THIS QUARTERLY PUBLICATION ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. ABSTRACTS ARE INCLUDED UNDER THE FOLLOWING SECTIONS: AGRICULTURAL, BUSINESS AND OFFICE, DISTRIBUTIVE, HEALTH OCCUPATIONS, HOME ECONOMICS, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL, AND GENERAL VOCATIONAL AND TECHNICAL EDUCATION. AN AUTHOR INDEX, DOCUMENT NUMBER INDEX, AND SUBJECT INDEXES ARE PROVIDED. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION" ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENTS REPRODUCTION SERVICE (VT 013 855). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 013 807
APPLEGATE, RONALD, AND OTHERS
METHODS OF TEACHING DISTRIBUTIVE EDUCATION, VOLUME 2.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 56P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES; *TEACHING METHODS; *RESOURCE MATERIALS; *INSTRUCTIONAL AIDS; TEACHER EDUCATION; MANUALS; INSTRUCTIONAL MATERIALS; METHODS COURSES; OVERHEAD PROJECTORS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS FOR USE IN METHODS COURSES, THIS DOCUMENT PRESENTS A COLLECTION OF TRANSPARENCY MASTERS ON TEACHING METHODS. BASED ON CHARACTERS OF THE COMIC STRIP, PEANUTS, TRANSPARENCIES ARE INCLUDED ON TEACHING METHODS, SUCH AS THE MONTESSORI METHOD, THE SENSE REALISM METHOD, THE MUNICH METHOD, AND THE MONITORIAL METHOD. A RELATED DOCUMENT OF SIMILAR TRANSPARENCIES IS AVAILABLE AS VT 013 192 (AIM VOL. 5 NO. 1). (JS)

VT 013 817
WILLIAMS, ROBERT J., AND OTHERS
PRE-VOCATIONAL. GRADE 10, CURRICULUM GUIDE.

WARREN CITY SCHOOLS, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 45P.

DESCRIPTORS - *VOCATIONAL EDUCATION: *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *CURRICULUM GUIDES: *ORIENTATION MATERIALS; CAREER PLANNING; SECONDARY EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; TEACHING METHODS; EMPLOYMENT QUALIFICATIONS; JOB SKILLS; ROTATION PLANS; LARGE GROUP INSTRUCTION; SMALL GROUP INSTRUCTION

ABSTRACT - DEVELOPED BY LOCAL EDUCATORS, THIS CURRICULUM GUIDE WAS PREPARED TO ASSIST THE CLASSROOM TEACHER IN THE PRESENTATION OF WORK-ORIENTED MATERIALS. DESIGNED BASICALLY AS A ONE-SEMESTER ORIENTATION TO VOCATIONAL PROGRAMS IN HIGH SCHOOLS, THIS PROGRAM INCLUDES LARGE GROUP INSTRUCTION CONSISTING OF LECTURES, AUDIO-VISUAL PRESENTATIONS, OUTSIDE SPEAKERS, AND FIELD TRIPS, AS WELL AS SMALL GROUP ASSIGNMENTS WHICH ROTATE STUDENTS THROUGH FIVE TRADE AREAS. THE LARGE GROUP INSTRUCTION SECTION OUTLINES SPECIFIC OBJECTIVES, LESSON CONTENT, METHODS OF INSTRUCTION, AND INSTRUCTIONAL MATERIALS FOR UNITS IN GUIDANCE, SAFETY, AND JOB CLASSIFICATIONS. TENTATIVE SCHEDULES FOR FILMS AND OUTSIDE SPEAKERS ARE ALSO INCLUDED. IN THE SMALL GROUP INSTRUCTIONAL SECTION, OBJECTIVES, CONTENT, AND INSTRUCTIONAL METHODS AND MATERIALS ARE OUTLINED FOR: (1) AUTO BODY, (2) AUTO MECHANICS, (3) DRAFTING, (4) ELECTRICITY, (5) HORTICULTURE, (6) MACHINE TRADES, (7) OCCUPATIONAL WORK EXPERIENCE, AND (8) WELDING AND FABRICATION. FOR EACH TRADE AREA, THE COURSE PROVIDES INFORMATION ON EMPLOYMENT OPPORTUNITIES, PHYSICAL REQUIREMENTS, NEEDED SKILLS, NEEDED TRADE KNOWLEDGE, SAFETY KNOWLEDGE, TOOL AND MATERIAL COSTS, AND PROFICIENCY AND ACCURACY REQUIREMENTS. ALSO INCLUDED ARE COURSE SCHEDULES, A STUDENT INFORMATION SHEET, AND A PERSONAL INVENTORY SHEET. (AW)

VT 013 820 ED 055 189
LANKES, GEORGE A.
A DIRECTORY OF SELECTIVE CORRECTIONS FILMS.

ERIE COMMUNITY COLL., BUFFALO, N.Y. DEPT. OF POLICE SCIENCE.
EDRS PRICE MF-$.65 HC-$3.29.
PUB DATE - 71 63P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *DIRECTORIES; FILMS; *INSTRUCTIONAL FILMS; RESOURCE MATERIALS; *CORRECTIONAL EDUCATION; *CRIME; INSTRUCTIONAL MATERIALS; CURRICULUM ENRICHMENT; DELINQUENCY

ABSTRACT - THIS DIRECTORY OF SELECTIVE FILM TITLES HAS BEEN PREPARED TO SERVE AS A READY INDEX TO MANY OF THE FILMS OF POTENTIAL VALUE FOR THE ENRICHMENT OF A CORRECTIONS CURRICULUM. RECOGNIZING THAT THE LIST IS NOT COMPLETE, THE DIRECTORY HAS BEEN ASSEMBLED IN A MANNER WHICH ALLOWS FOR ADDING TITLES BY ALPHABETIC SEQUENCE ON THE BLANK SIDES OF THE PAGES. INFORMATION PROVIDED FOR EACH FILM INCLUDES: (1) NAME OF THE FILM, (2) FILM SIZE, (3) VIEWING TIME IN MINUTES, (4) NAME AND ADDRESS OF THE PRODUCER, (5) NAME AND ADDRESS OF THE DISTRIBUTOR, AND (6) DESCRIPTIVE DETAILS ON THE FILM CONTENT. THE MORE THAN 100 TITLES TREAT SUCH TOPICS AS: (1) CHILDREN IN TROUBLE, (2) CONTROL OF INMATES, (3) CRIME UNDER 21, (4) THE DEATH PENALTY, (5) JAIL PROCEDURES, AND (6) PENOLOGY RESEARCH. (AUTHOR/JS)

VT 013 821
ENGINEERING TECHNOLOGY CURRICULUM.

LOS ALAMOS PUBLIC SCHOOLS, N. MEX.
NEW MEXICO OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, SANTA FE
MF AVAILABLE IN VT-ERIC SET.
MINI-GRANT-9
PUB DATE - 70 82P.

DESCRIPTORS - *INDUSTRIAL ARTS; *ENGINEERING TECHNOLOGY; SECONDARY GRADES; *CURRICULUM DEVELOPMENT; *CURRICULUM GUIDES; BIBLIOGRAPHIES; PROGRAM PLANNING; FACILITY REQUIREMENTS; EDUCATIONAL OBJECTIVES; PHYSICS EXPERIMENTS; REFERENCE MATERIALS; AUDIOVISUAL AIDS; PRETESTS; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY AN OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT UNDER A MINI-GRANT, THIS CURRICULUM GUIDE IS FOR INSTRUCTORS' USE IN PLANNING COURSES IN ENGINEERING TECHNOLOGY FOR THE SECONDARY GRADES. ENGINEERING TECHNOLOGY, AS USED HERE, IS A COURSE DESIGNED TO UPGRADE INDUSTRIAL ARTS. THE COURSE ENCOMPASSES A GENERAL STUDY OF OUR TECHNOLOGICAL ENVIRONMENT, THE METHODS OF ENDEAVOR, EVALUATIVE SKILLS, AND PAST AND PRESENT ACCOMPLISHMENTS FOR UNDERSTANDING OF HOW MATH, SCIENCE, AND MAN ARRIVE AT THE CONCLUSIONS WHICH BETTER MANKIND. TERMINAL GOALS OF ENGINEERING TECHNOLOGY FOR EIGHT AREAS ARE STATED FOLLOWED BY BRIEF OUTLINES FOR EACH AREA. AN EXTENSIVE SECTION THAT INCLUDES RESOURCE MATERIALS, A PRETEST, ILLUSTRATIONS, AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 013 824
CURRICULUM GUIDE FOR THE HOME ECONOMICS FOR JUNIOR HIGH, GRADES 6-7-8.

JOLIET PUBLIC SCHOOLS, ILL. SCHOOL DISTRICT 86.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 231P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; *JUNIOR HIGH SCHOOLS; MIDDLE SCHOOLS; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED BY A COMMITTEE OF JUNIOR HIGH AND ELEMENTARY PRINCIPALS AND TEACHERS TO MEET THE REORGANIZATION OF THE JUNIOR HIGH SCHOOL GRADE STRUCTURE TO INCLUDE THE 6TH GRADE. HOMEMAKING EXPERIENCES ARE PROVIDED FOR GRADE 6-8 IN THE AREAS OF FOODS AND NUTRITION, CLOTHING AND TEXTILES, MANAGEMENT AND CONSUMER EDUCATION, FAMILY DYNAMICS, AND

PREPARATION FOR CAREERS. EACH UNIT CONTAINS GENERALIZATIONS, OBJECTIVES, CONTENT, LEARNING ACTIVITIES, RESOURCES, AND EVALUATION CRITERIA. (SB)

VT 013 825
CURRICULUM GUIDE FOR THE INDUSTRIAL ARTS FOR JUNIOR HIGH, GRADES 6-7-8.

JOLIET PUBLIC SCHOOLS, ILL. SCHOOL DISTRICT 86.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 48P.

DESCRIPTORS - *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; *CURRICULUM GUIDES; COURSE OBJECTIVES; *INSTRUCTIONAL MATERIALS; COMMUNICATIONS; ENERGY; KINETICS; MANUFACTURING; EVALUATION; SCHOOL SAFETY

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND PRINCIPALS IN THE JOLIET PUBLIC SCHOOLS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN JUNIOR HIGH SCHOOL INDUSTRIAL ARTS AND IS DESIGNED TO PROVIDE A CONTINUOUS GROWTH PROGRAM FOR THE SIXTH, SEVENTH AND EIGHTH GRADE JUNIOR HIGH STUDENT. SPECIFIC OBJECTIVES OF THE PROGRAM ARE TO PROVIDE EXPERIENCES SO THAT THE STUDENT WILL BE ABLE TO DIFFERENTIATE BETWEEN THEORETICAL AND PRACTICAL KNOWLEDGE AND ITS APPLICATION TO THE TECHNOLOGICAL WORLD, AND TO ARTICULATE AND COORDINATE THE INDUSTRIAL ARTS CURRICULUM IN RELATION TO THE OTHER SUBJECT AREAS. THE CORE AREAS INCLUDE COMMUNICATION, MATERIAL-FABRICATION, AND ENERGY-POWER, AND STUDENT OBJECTIVES ARE PROVIDED FOR EACH OF THE GRADE LEVELS. EVALUATION QUESTIONS AND A SAFETY CODE ARE INCLUDED. (GEB)

VT 013 827
INDUSTRIAL ARTS, 1968. PRELIMINARY EDITION.

BLOOMINGTON PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 70P.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *COURSE OBJECTIVES; SECONDARY GRADES; ELEMENTARY GRADES; COURSE DESCRIPTIONS; *PROGRAM DESCRIPTIONS; BIBLIOGRAPHIES; RESOURCE MATERIALS; ENGINEERING DRAWING; ELECTRICITY; GRAPHIC ARTS; METALS; PLASTICS; POWER MECHANICS

ABSTRACT - ASSEMBLED BY AN INDUSTRIAL ARTS CURRICULUM COMMITTEE, THIS OUTLINE IS THE FIRST STEP IN THE SCHOOL DISTRICT CURRICULUM REVISION. SPECIFIC OBJECTIVES FOR INDUSTRIAL ARTS ARE TO DEVELOP AN UNDERSTANDING OF CONCEPTS AND TERMINOLOGY OF INDUSTRIAL PRODUCTS AND MATERIALS, TO DEVELOP THE ABILITY TO PERFORM SELECTED SKILLS IN THE INDUSTRIAL AREAS, AND TO DEVELOP DESIRABLE ATTITUDES AND PRACTICES WITH RESPECT TO HEALTH AND SAFETY. THE FIRST PART OF THE DOCUMENT CONTAINS THE STATED OBJECTIVES AND A SCOPE AND SEQUENCE CHART FOR THE JUNIOR AND SENIOR HIGH SCHOOL GRADES, A DESCRIPTION OF THE ELEMENTARY ART CONSTRUCTION COURSE, AND A BIBLIOGRAPHY OF TEXTBOOKS, FILMSTRIPS, AND OTHER AIDS USED IN THE VARIOUS COURSES. THE LAST PORTION CONTAINS A COURSE DESCRIPTION AND OBJECTIVES FOR THE 20 COURSES AVAILABLE WITHIN THE AREAS OF DRAWING, ELECTRICITY, GRAPHIC ARTS, METAL, PLASTIC, AND POWER. (GEB)

VT 013 829
OLMSTEAD, CHERYL
INTRODUCTION TO THE HOME ECONOMICS LEARNING PACKAGE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
MIS001-1969
HELPS, THE PENNSYLVANIA STATE UNIVERSITY, DEPT. OF HOME ECONOMICS EDUCATION, 212 RACKLEY BUILDING, UNIVERSITY PARK, PA 16802 ($2.60)
PUB DATE - DEC69 52P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; LEARNING ACTIVITIES; PROGRAMED MATERIALS; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY A HOME ECONOMICS TEACHER FOR USE AT THE SECONDARY LEVEL, THIS HOME ECONOMICS LEARNING PACKAGE (HELP) IS DESIGNED TO ENABLE STUDENTS TO MORE EFFECTIVELY USE HELPS IN LEARNING. THE TEACHER'S SECTION CONTAINS INSTRUCTIONAL OBJECTIVES AND INSTRUCTIONS FOR THE TEACHER. THE MAIN PORTION OF THE DOCUMENT IS DEVOTED TO THE STUDENT'S SECTION WHICH CONTAINS LEARNING OBJECTIVES, A PRETEST, AND THREE LESSONS. READING MATERIALS, ILLUSTRATIONS, AND PROGRAMED MATERIALS WHICH ARE KEYED TO THE LEARNING ACTIVITIES OF THE THREE LESSONS ARE INCLUDED. (SB)

VT 013 840
BATIS, HARRY P.
WHOLESALING IN DISTRIBUTION, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($6.00)
PUB DATE - 71 146P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *WHOLESALING; RESOURCE MATERIALS; *ASSIGNMENTS; *STUDY GUIDES; SECONDARY EDUCATION; POST SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - DEVELOPED THROUGH AN INSTRUCTIONAL MATERIALS LABORATORY, THIS MANUAL IS ONE OF A SERIES OF FOUR ON THE SUBJECT OF WHOLESALING PREPARED TO AID IN DEVELOPING DISTRIBUTIVE EDUCATION PROGRAMS FOR HIGH SCHOOLS, JUNIOR COLLEGES, AND INDIVIDUAL WHOLESALING DISTRIBUTORS. SPECIFICALLY DESIGNED FOR STUDENT USE, THE MANUALS ARE COMPLETELY SELF-CONTAINED. FURTHER, THE MANUAL IS DIVIDED INTO 19 ASSIGNMENTS ON SUCH TOPICS AS: (1)

CAREERS IN WHOLESALE DISTRIBUTION, (2) WHOLESALING IN THE UNITED STATES MARKET, (3) MERCHANDISE AGENTS, (4) ESTABLISHING A WHOLESALE BUSINESS, (5) PROBLEMS IN WHOLESALING, AND (6) WHOLESALING TODAY. EACH ASSIGNMENT INCLUDES A BEHAVIORAL OBJECTIVE, DISCUSSION MATERIALS, STUDY QUESTIONS, AND PROJECTS. ALSO INCLUDED ARE CHARTS, TABLES AND A BIBLIOGRAPHY OF REFERENCE MATERIALS. AN ANSWER BOOK ACCOMPANIES THE MANUAL. (JS)

VT 013 844
TAYLOR, ROBERT L., ED.
A COUNSELOR'S GUIDE TO HOME STUDY TRAINING.

NATIONAL HOME STUDY COUNCIL, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *JOB TRAINING; *VOCATIONAL EDUCATION; *HOME STUDY; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; *COUNSELORS; OCCUPATIONS; POST SECONDARY EDUCATION; EMPLOYMENT OPPORTUNITIES

ABSTRACT - INTENDED FOR COUNSELOR OR STUDENT USE, THIS DOCUMENT CONTAINS DESCRIPTIONS OF THE TYPES OF POSTSECONDARY OCCUPATIONAL TRAINING PROGRAMS AVAILABLE THROUGH HOME STUDY. INCLUDED ARE DESCRIPTIONS OF JOBS IN: (1) ACCOUNTING, (2) ADVERTISING, (3) AIR CONDITIONING, REFRIGERATION, AND HEATING, (4) AIRLINE AND TRAVEL, (5) APPLIANCE SERVICING, (6) APPRENTICESHIPS, (7) AUTOMOBILE MECHANICS AND BODY REPAIR, (8) BOOKKEEPING, (9) BUSINESS AND COMMERCIAL OCCUPATIONS, (10) COMMERCIAL ART AND DRAFTING, (11) COMPUTER PROGRAMING, (12) CONSERVATION, (13) ENGINEERING, (14) INSURANCE, (15) HOTEL-MOTEL WORK, (16) INTERIOR DESIGN, (17) MEDICAL RECORD LIBRARY, (18) PHOTOGRAPHY, (19) RADIO AND TELEVISION, (20) SURVEYING, AND (21) SPECIALIZED OCCUPATIONS. (SB)

VT 013 846
DITTAMO, GAETANO E.
A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (GENERAL BUSINESS OR NONSKILL AREAS).

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM LABORATORY, VOCATIONAL-TECHNICAL EDUCATION DEPT., BUILDING 4103-KILMER CAMPUS, RUTGERS UNIVERSITY, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - JUL71 164P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OVERHEAD PROJECTORS; *TRANSPARENCIES; *BUSINESS SUBJECTS; RESOURCE MATERIALS; TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; CLERICAL OCCUPATIONS; SECONDARY EDUCATION; CONSUMER ECONOMICS; LAW INSTRUCTION; BUSINESS ENGLISH; SALESMANSHIP; MERCHANDISING; ARITHMETIC

ABSTRACT - DEVELOPED BY A STATE DIVISION OF VOCATIONAL EDUCATION, THIS GUIDE HAS BEEN WRITTEN TO SHOW THE BUSINESS EDUCATION TEACHER HOW THE OVERHEAD PROJECTOR CAN BE USED, WHAT MATERIAL IS AVAILABLE, AND HOW TRANSPARENCIES ARE PREPARED. THE SEVEN MAJOR SECTIONS INCLUDE UNITS ON: (1) ADVERTISING, SALESMANSHIP, AND MERCHANDISING, (2) BUSINESS ARITHMETIC AND BUSINESS MATHEMATICS, (3) BUSINESS ENGLISH, (4) BUSINESS LAW, (5) GENERAL BUSINESS, INTRODUCTION TO BUSINESS, (6) CONSUMER EDUCATION, AND (7) ECONOMICS. ALSO INCLUDED ARE SAMPLE TRANSPARENCIES FOR EACH OF THE SEVEN UNITS AS WELL AS SOURCE REFERENCES AND TRANSPARENCY MASTERS. A RELATED DOCUMENT ON STENOGRAPHY AND TYPEWRITING IS AVAILABLE AS VT 012 708 (AIM SUMMER 1971). (JS)

VT 013 847
PAUP, WILLIAM G.
HIGH SCHOOL DRAFTING, COURSE OF STUDY.

CEDAR FALLS COMMUNITY SCHOOLS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, CEDAR FALLS COMMUNITY SCHOOLS, 903 WASHINGTON STREET, CEDAR FALLS, IOWA 50613 ($5.00)
PUB DATE - FEB69 72P.1969 REVISION

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *SENIOR HIGH SCHOOLS; *DRAFTING; *INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); PROGRAM DESCRIPTIONS; COURSE OBJECTIVES; BIBLIOGRAPHIES; AUDIOVISUAL AIDS; RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A DRAFTING INSTRUCTOR, THIS COURSE OF STUDY IS FOR INSTRUCTOR USE IN TEACHING DRAFTING IN SENIOR HIGH SCHOOL INDUSTRIAL ARTS. THE PROGRAM IS DESIGNED TO ACQUAINT THE STUDENT WITH THAT GENERAL AREA OF INDUSTRY CLASSIFIED AS DRAFTING SO THAT HE MAY MAKE A WISE VOCATIONAL CHOICE, APPRECIATE THE PLACE OF DRAFTING IN THE TOTAL INDUSTRIAL STRUCTURE, AND BECOME A WISE CONSUMER OF INDUSTRIAL PRODUCTS. INFORMATION IS PROVIDED ON THE DRAFTING PROGRAM IN GENERAL, ON CLASSROOM ORGANIZATION, AND THREE DRAFTING COURSES ARE OUTLINED. FOR EACH OF THE COURSES, AN INTRODUCTION, THE OBJECTIVES, COURSE CONTENT, TEACHING UNITS, AND SUGGESTED AUDIO-VISUAL AIDS ARE INCLUDED. A BIBLIOGRAPHY IS INCLUDED AND A DRAFTING SUPPLIES LIST, A SUPPLIES PRICE LIST, A CORRECTION CODE, AND THE GENERAL COURSE OUTLINES ARE APPENDED. (GEB)

VT 013 848
DAVIDSON, JEANINE, AND OTHERS
HOME ECONOMICS CURRICULUM GUIDE, GRADES 7-12.

CEDAR FALLS COMMUNITY SCHOOLS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, CEDAR FALLS COMMUNITY SCHOOLS, 903 WASHINGTON STREET, CEDAR FALLS, IOWA 50613
PUB DATE - SEP68 143P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *CONSUMER EDUCATION; *HOME ECONOMICS EDUCATION; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; FOODS INSTRUCTION; NUTRITION INSTRUCTION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; HOME MANAGEMENT; FAMILY RELATIONSHIP;

INTERPERSONAL RELATIONSHIP; HOUSING; CHILD CARE; CHILD DEVELOPMENT

ABSTRACT - PREPARED BY A COMMITTEE OF TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING HOMEMAKING EXPERIENCES FOR GRADES 7-12. EACH COLOR-CODED GRADE LEVEL IS DIVIDED INTO UNITS COVERING THESE TOPICS: (1) PERSONAL AND FAMILY RELATIONSHIPS, (2) FOODS AND NUTRITION, (3) TEXTILES AND CLOTHING, (4) CHILD CARE AND DEVELOPMENT, (5) HOUSING AND EQUIPMENT, (6) HEALTH AND HOME SAFETY, AND (7) CONSUMER ECONOMICS AND MANAGEMENT. EACH UNIT CONTAINS A SUBJECT-MATTER OUTLINE, SUGGESTED TIME ALLOTMENT, OBJECTIVES, LEARNING EXPERIENCES, AND REFERENCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW OF A HOME ECONOMICS PROGRAM, GENERAL OBJECTIVES, AND A SCOPE AND SEQUENCE CHART. (SB)

VT 013 850
ZAKALUK, ROBERT
RELATED INFORMATION FOR PRINTERS, VOLUME 1.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MIDDLESEX COUNTY AREA VOCATIONAL TECHNICAL SCHOOL, NEW BRUNSWICK, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM LABORATORY, VOCATIONAL-TECHNICAL EDUCATION DEPT., BUILDING 4103 - KILMER CAMPUS, RUTGERS UNIVERSITY NEW BRUNSWICK, NEW JERSEY 08903 ($1.50)
PUB DATE - ND 55P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INDUSTRIAL EDUCATION; *STUDY GUIDES; *PRINTING; *CHEMISTRY; HIGH SCHOOL STUDENTS; SECONDARY EDUCATION; GRAPHIC ARTS; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; GLOSSARIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF PRINTING INSTRUCTORS, THIS MANUAL IS FOR STUDENT USE IN LEARNING RELATED INFORMATION FOR PRINTERS. IT WAS INTENDED TO EXPLAIN TO VOCATIONAL HIGH SCHOOL STUDENTS SOME OF THE CHEMISTRY OF PRINTING SO THAT THEY MIGHT DO THEIR WORK MORE CAREFULLY AND MORE KNOWLEDGEABLY. THE SIX UNITS, WITH VARIOUS LESSONS INCLUDED UNDER EACH, ARE: (1) PAPER, (2) INK, (3) MATERIAL, (4) PH FOR PRESSMAN, (5) PHOTOGRAPHY, AND (6) PLATEMAKING. EACH LESSON INCLUDES STATED OBJECTIVES, RELATED INFORMATION, TERMS, QUESTIONS, AND SUGGESTIONS FOR THINGS TO DO. A GLOSSARY OF TERMS AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 013 851
PARTY AIDE GUIDE.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, 1725 K STREET, N.W., WASHINGTON, D.C. 20036 ($1.00)
PUB DATE - JUN69 43P.1969 REVISION

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *RESOURCE GUIDES; *FOODS INSTRUCTION; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE WORKERS; SUBPROFESSIONALS; JOB TRAINING
IDENTIFIERS - *HOSTESS ASSISTANT

ABSTRACT - THIS BOOKLET WAS PREPARED TO ASSIST IN THE TRAINING OF PARTY AIDES WHO SERVE AS THE HOSTESS' ASSISTANTS. SECTION I, THE PARTY AIDE, PROVIDES INFORMATION NECESSARY TO PERFORM THE ROLE PROFICIENTLY, INCLUDING: (1) TIPS FOR SUCCESS, (2) SHOPPING AND STORING PARTY FOODS, (3) MAKING SANDWICHES, APPETIZERS, AND COFFEE, (4) SETTING AND SERVING TABLES, (5) SAFETY, AND (6) SUGGESTIONS FOR PARTY FOODS AND DECORATIONS. SECTION II, A PARTY AIDE COURSE, CONTAINS SUGGESTIONS FOR PLANNING AND TEACHING 12 CLASS SESSIONS WHICH EMPHASIZE THE SKILLS NEEDED BY THE PARTY AIDE. SUGGESTIONS ARE GIVEN FOR CLASS SIZE, LENGTH OF EACH SESSION, EQUIPMENT NEEDS, CLASSROOM SPACE REQUIREMENTS, RESOURCE PERSONNEL, FIELD EXPERIENCES, TRAINEE DRESS, AND PLACEMENT OF GRADUATES. SAMPLE FORMS AND A QUIZ ARE INCLUDED. (SB)

VT 013 854
STEELWORKER 3 AND 2.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10653-E
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($4.75; D 208.11: ST 3/2/970)
PUB DATE - 70 521P.1970 REVISION

DESCRIPTORS - *STEEL INDUSTRY; *SKILLED WORKERS; *MILITARY TRAINING; *QUALIFICATIONS; *STUDY GUIDES; VOCATIONAL EDUCATION; SKILL DEVELOPMENT; REFERENCE MATERIALS; TEACHING GUIDES; TEXTBOOKS
IDENTIFIERS - *STEELWORKER RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING TO ACQUIRE THE THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED OF CANDIDATES FOR ADVANCEMENT TO STEELWORKER THIRD CLASS AND STEELWORKER SECOND CLASS. INCLUDED IN THE 22 CHAPTERS ARE: (1) SAFETY DUTIES OF SUPERVISORY PERSONNEL, (2) PROPERTIES AND USES OF METALS, (3) INTRODUCTION TO WELDING, (4) WIRE ROPE, (5) FUNDAMENTALS OF RIGGING, (6) REINFORCING STEELS, (7) NOMENCLATURE OF STEEL STRUCTURES AND BLUEPRINTS, AND (8) ERECTING BUILDINGS AND TOWERS. PICTURES AND DRAWINGS ARE USED EXTENSIVELY AS ILLUSTRATIONS. (GEB)

VT 013 855 ED 053 339
MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), SUMMER 1971.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$48.18 HC NOT AVAILABLE FROM EDRS.

PUB DATE - 71 15,281P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN THE SUMMER 1971 ISSUE (VT 013 803) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE AUTHOR AND SUBJECT INDEX FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 013 860
RAYMOND, L.E., AND OTHERS
INTRODUCTION TO WOOD FINISHING.

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 24P.

DESCRIPTORS - *INDUSTRIAL ARTS; *WOODWORKING; *FINISHING; *LEARNING ACTIVITY PACKAGES; *INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING THE PRINCIPLES OF WOOD FINISHING. THE PRIMARY IDEA IS TO INSTRUCT THE STUDENT SO HE WILL BE ABLE BOTH TO PROPERLY PREPARE THE PROJECT OR MATERIAL FOR FINISHING AND DETERMINE ALL TYPES OF FINISHES THAT ARE SUITABLE FOR WOOD FINISHING. THIS PACKET CONTAINS STATED INSTRUCTIONAL OBJECTIVES, A PRETEST, ACTIVITIES, STUDY QUESTIONS, A FINAL EXAMINATION, AND A BIBLIOGRAPHY. THIS ACTIVITY LEARNING PACKET IS DESIGNED SO THAT STUDENTS MAY LEARN AT THEIR OWN RATE AND SO THAT THEY WILL BE AWARE OF THE INSTRUCTIONAL OBJECTIVES. (GEB)

VT 013 861
EATON, GARTH, COMP., AND OTHERS
SHOP ORIENTATION, JOINT VENTURE.

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 25P.

DESCRIPTORS - *INDUSTRIAL ARTS; *SCHOOL SHOPS; *ORIENTATION; *LEARNING ACTIVITIES; *INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; SCHOOL SAFETY; EDUCATIONAL OBJECTIVES; BEHAVIORAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING INFORMATION REGARDING SHOP ORIENTATION. THE PRIMARY PURPOSE IS TO FAMILIARIZE THE STUDENT WITH SHOP PROCEDURES AND SAFETY PRACTICES WHICH SHOULD BE OBSERVED WHILE WORKING IN THE WOODSHOP, AND THE SECONDARY PURPOSE IS TO MAKE THE STUDENT AWARE OF GENERAL REGULATIONS, PRECAUTIONS, CONDUCT, FIRE PREVENTION, CLEAN-UP PROCEDURES AND SAFETY RULES. THE CONTENTS INCLUDE: (1) STATED INSTRUCTIONAL OBJECTIVES, (2) A PRE-TEST, (3) SEGMENT EXAM, (4) REQUIRED ACTIVITIES, (5) INSTRUCTIONAL SHEETS, (6) A LIST OF SHOP RULES, (7) ANSWERS TO THE PRETEST AND SEGMENT EXAMS, (8) A FINAL EXAMINATION, AND (9) A BIBLIOGRAPHY. THIS LEARNING ACTIVITY PACKET IS DESIGNED SO THAT STUDENTS MAY LEARN AT THEIR INDIVIDUAL RATES, AND MAY GAIN AN UNDERSTANDING OF THE INSTRUCTIONAL OBJECTIVES. (GEB)

VT 013 862
LAUKKANEN, WALTER
GEOMETRY OF SHEET METAL DRAWING. CONSTRUCTION TRADES: SHEET METAL NO. 4. GEOMETRY OF SHEET METAL LAYOUT.

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL69 25P.

DESCRIPTORS - *INDUSTRIAL ARTS; *SHEET METAL WORK; *GEOMETRIC CONCEPTS; *DRAFTING; *LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT FOR A JUNIOR COLLEGE AND A LOCAL SCHOOL DISTRICT, THIS PACKET IS FOR STUDENT USE IN LEARNING ABOUT THE SHEET METAL PHASE OF THE CONSTRUCTION TRADES. THIS UNIT, WITH AN AVERAGE COMPLETION TIME OF 10 DAYS, IS CONCERNED WITH INTRODUCING GEOMETRIC DRAWING TO THE STUDENT AND GIVING HIM INFORMATION ON FREQUENTLY USED GEOMETRICAL CONSTRUCTION. CONTENTS INCLUDE: (1) THE STATED IDEAS, (2) STATED INSTRUCTIONAL OBJECTIVES, (3) A PRETEST WITH ANSWERS PROVIDED, (4) ACTIVITIES, (5) INSTRUCTION SHEETS, (6) AN EVALUATION TEST, AND (7) A BIBLIOGRAPHY. THIS ACTIVITY LEARNING PACKET IS PREPARED SO THAT STUDENTS MAY WORK AT THEIR OWN RATE AND MAY BE AWARE OF THE INSTRUCTIONAL OBJECTIVES. THE MATERIAL IS ILLUSTRATED WITH LINE DRAWINGS AND CARTOONS. (GEB)

VT 013 863
LAUKKANEN, WALTER, COMP., AND OTHERS
WHO ELSE BUT LAPS OFFERS THE BIG SNIP. CONSTRUCTION TRADES: SHEET METAL NO. 3. TOOLS AND EQUIPMENT FOR LAYOUT ON SHEET METAL.

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL69 33P.

DESCRIPTORS - *INDUSTRIAL ARTS; *SHEET METAL WORK; *EQUIPMENT UTILIZATION; *LEARNING

ACTIVITIES; *INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES; HAND TOOLS
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT FOR A JUNIOR COLLEGE AND A LOCAL SCHOOL DISTRICT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING ABOUT THE SHEET METAL PHASE OF THE CONSTRUCTION TRADES. THIS UNIT IS CONCERNED WITH TOOLS AND EQUIPMENT FOR SHEET METAL LAYOUT AND IS DESIGNED TO BE COMPLETED IN A 10-DAY TIME PERIOD. THE PRIMARY PURPOSE IS TO PREPARE THE STUDENT TO ASSOCIATE THE PROPER LAYOUT TOOL WITH THE PROPER JOB. CONTENTS INCLUDE: (1) STATED INSTRUCTIONAL OBJECTIVES, (2) A PRETEST WITH ANSWERS PROVIDED, (3) AN EXPLANATION OF THE PRE-TEST EXEMPTING PROCEDURE, (4) ACTIVITIES, (5) INSTRUCTION SHEETS, (6) AN EVALUATION TEST, AND (7) A BIBLIOGRAPHY. THIS ACTIVITY LEARNING PACKET IS DESIGNED SO THAT STUDENTS MAY WORK AT THEIR OWN RATE AND MAY BE AWARE OF THE INSTRUCTIONAL OBJECTIVES. THE MATERIAL IS ILLUSTRATED WITH LINE DRAWINGS. (GEB)

VT 013 864
HAMES, DAN
ARCHITECTURE--DRAFTING AND DESIGN. FOUNDATION CONSTRUCTION (DETAILS).

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 22P.

DESCRIPTORS - *INDUSTRIAL ARTS; *ARCHITECTURE; *CONSTRUCTION (PROCESS); *LEARNING ACTIVITIES; *INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES; DRAFTING
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN LEARNING THE METHODS AND MATERIALS USED IN CONSTRUCTING FOUNDATIONS. SECONDARY IDEAS INCLUDE HELPING THE STUDENT TO DEVELOP A BASIC UNDERSTANDING OF FOOTINGS, PIERS AND FOUNDATION WALLS, TO KNOW THE ARRANGEMENT AND SIZES OF BUILDING MATERIALS USED IN THE CONSTRUCTION OF THE BOX SILL FOR THE FRAME HOUSE, AND TO DEVELOP AN ABILITY TO SOLVE PROBLEMS DEALING WITH VOLUMES. THIS DOCUMENT CONTAINS (1) THE STATED IDEAS, (2) STUDENT OBJECTIVES, (3) A PRETEST, (4) SUGGESTED ACTIVITIES, (5) INSTRUCTIONAL AID SHEETS, (6) OPTIONAL ACTIVITIES, (7) ASSEMBLY PROCEDURES, AND (8) A BIBLIOGRAPHY. THE MATERIAL IS DESIGNED SO THAT THE STUDENT MAY PROCEED AT HIS OWN LEARNING RATE. LINE DRAWINGS ARE USED FOR ILLUSTRATIONS. (GEB)

VT 013 865
HAYHURST, REX, AND OTHERS
ALTERNATOR AND REGULATOR. VOCATIONAL AUTO LAP NO. 5.

HUGHSON UNION HIGH SCHOOL, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 50P.

DESCRIPTORS - *INDUSTRIAL ARTS; *AUTO MECHANICS; *ELECTRICAL SYSTEMS; *LEARNING ACTIVITIES; *INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; PRETESTS; BIBLIOGRAPHIES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - DEVELOPED UNDER A TITLE III PROJECT, THIS LEARNING PACKET IS FOR STUDENT USE IN GAINING KNOWLEDGE OF THE CONSTRUCTION AND OPERATION OF THE A-C GENERATOR (ALTERNATOR) AND THE A-C REGULATOR. SKILLS AND KNOWLEDGES TO BE ACQUIRED INCLUDE THE PRINCIPLES AND OPERATION OF THE GENERATOR-ALTERNATOR, TESTING AND SERVICING THE ALTERNATOR, PRINCIPLES AND OPERATION OF THE REGULATOR, AND ADJUSTING THE REGULATOR. CONTENTS INCLUDE THE STATED IDEAS AND INSTRUCTIONAL OBJECTIVES, A PRETEST, SUGGESTED ACTIVITIES, INFORMATION SHEETS, AN INSTRUCTIONAL SHEET, AND A BIBLIOGRAPHY. THE MATERIAL IS DESIGNED SO THAT THE STUDENT MAY LEARN AT HIS OWN RATE. THE PACKET IS ILLUSTRATED WITH LINE DRAWINGS AND PICTURES. (GEB)

VT 013 871
TSCHETTER, WESLEY G., AND OTHERS
APPRENTICESHIP; CAREER TRAINING WITH A FUTURE.

SOUTH DAKOTA UNIV., VERMILLION. BUSINESS RESEARCH BUREAU.
SOUTH DAKOTA STATE BOARD OF VOCATIONAL EDUCATION, PIERRE
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *APPRENTICESHIPS; CAREER OPPORTUNITIES; *JOB TRAINING; *OCCUPATIONAL INFORMATION; SPECIALIZATION; OCCUPATIONAL GUIDANCE; *JOB MARKET; *INFORMATION SERVICES; EMPLOYMENT QUALIFICATIONS; VOCATIONAL EDUCATION
IDENTIFIERS - JOB DESCRIPTIONS

ABSTRACT - THIS BOOKLET DISCUSSES HOW THE APPRENTICESHIP TRAINING SYSTEM OPERATES IN SOUTH DAKOTA AND THE STEPS INVOLVED IN BECOMING REGISTERED AS AN APPRENTICE. SELECTED APPRENTICEABLE TRADES ARE DESCRIBED, SOME APPLICATION FORMS AND CERTIFICATES ARE PRESENTED, AND DIRECTORIES LISTING ADDITIONAL SOURCES OF INFORMATION AND ASSISTANCE ARE INCLUDED. FIFTEEN APPRENTICEABLE TRADES ARE DESCRIBED ACCORDING TO THE NATURE OF THE WORK, EMPLOYMENT OPPORTUNITIES, TRAINING AND QUALIFICATIONS NECESSARY, AND WORKING CONDITIONS AND EARNINGS. (GEB)

VT 013 872
ALLEN, KAREN SUE, AND OTHERS
HOMEMAKERS OF AMERICA TOWARD NEW HORIZONS FOR GRADES 8-12. EXPERIMENTAL EDITION, 1969.

NEDERLAND INDEPENDENT SCHOOL DISTRICT, TEX.
DOCUMENT NOT AVAILABLE FROM EDRS.
ASSISTANT SUPERINTENDENT FOR INSTRUCTION, NEDERLAND INDEPENDENT SCHOOL DISTRICT, 220 17TH STREET NEDERLAND, TEXAS 77627

PUB DATE - 69 49P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; BIBLIOGRAPHIES; FOODS INSTRUCTION; NUTRITION INSTRUCTION; SEWING INSTRUCTION; FAMILY RELATIONSHIP; CLOTHING INSTRUCTION; CHILD CARE; HEALTH EDUCATION; HOUSING; PERSONAL GROWTH; *HOME ECONOMICS EDUCATION

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS EXPERIMENTAL CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING HOMEMAKING EXPERIENCES FOR GRADES 8-12. UNITS ARE PROVIDED BY GRADE LEVEL FOR THESE AREAS: (1) FOODS, (2) FAMILY RELATIONS, (3) CLOTHING, (4) HOUSING, (5) HOME NURSING, (6) CHILD CARE, AND (7) PERSONAL IMPROVEMENT. AN INTRODUCTORY SECTION CONTAINS THE PHILOSOPHY AND PROBLEMS OF HOMEMAKING, AND A BIBLIOGRAPHY OF RESOURCE MATERIALS AND BULLETIN BOARD IDEAS ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS LINE DRAWINGS. (SB)

VT 013 873
ALLEN, KAREN SUE, AND OTHERS
VOCATIONAL INDUSTRIAL COOPERATIVE TRAINING AND DISTRIBUTIVE EDUCATION FOR GRADES 10-12. EXPERIMENTAL EDITION, 1968.

NEDERLAND INDEPENDENT SCHOOL DISTRICT, TEX.
DOCUMENT NOT AVAILABLE FROM EDRS.
ASSISTANT SUPERINTENDENT FOR INSTRUCTION, NEDERLAND INDEPENDENT SCHOOL DISTRICT, 220 17TH STREET, NEDERLAND, TEXAS 77627
PUB DATE - JUL68 86P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *CURRICULUM GUIDES; EDUCATIONAL OBJECTIVES; *PROGRAM COORDINATION; PROGRAM ADMINISTRATION; TEACHING TECHNIQUES; YOUTH CLUBS; ADVISORY COMMITTEES; COURSE CONTENT; COURSE ORGANIZATION
IDENTIFIERS - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - DEVELOPED FOR HIGH SCHOOL INDUSTRIAL COOPERATIVE TRAINING AND DISTRIBUTIVE EDUCATION TEACHERS, THIS CURRICULUM GUIDE DESCRIBES THE CHARACTERISTICS OF THE TWO PROGRAMS AND OUTLINES THE SCOPE AND SEQUENCE OF SUBJECT MATTER. SPECIFIC INFORMATION PROVIDED FOR THE INDUSTRIAL TRAINING PROGRAM PERTAIN TO SUCH TOPICS AS OBJECTIVES, INSTRUCTIONAL PRACTICES, PROGRAM COSTS, AND RESOURCE MATERIALS. INFORMATION FOR DISTRIBUTIVE EDUCATION TEACHERS COVER SUCH TOPICS AS BASIC REQUIREMENTS AND REGULATIONS, THE OPERATION OF A DISTRIBUTIVE EDUCATION PROGRAM, AND THE SCOPE AND UNITS FOR GRADE 11 AND GRADE 12. NUMEROUS CHARTS AND FORMS FOR USE BY THE PROGRAM COORDINATOR ARE INCLUDED. (AUTHOR/JS)

VT 013 876
FOLLETT, ROY H.
LIMING ACID SOILS (SCRIPT FOR SLIDE SET).

OHIO STATE UNIV., COLUMBUS. COOPERATIVE EXTENSION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 534
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (SLIDES AND ILLUSTRATED SCRIPT $20.00)
PUB DATE - 71 36P.

DESCRIPTORS - *SLIDES; *AGRICULTURAL EDUCATION; INSTRUCTIONAL AIDS; *ILLUSTRATIONS; *SOIL SCIENCE; *SCRIPTS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *LIMING

ABSTRACT - THIS ILLUSTRATED SCRIPT WAS DEVELOPED BY THE DEPARTMENT OF AGRONOMY OF THE OHIO STATE UNIVERSITY FOR USE WITH A SERIES OF 117 COLOR SLIDES ON LIMING ACID SOILS. SECTION TITLES INCLUDE: (1) WHY TREAT ACID SOILS, (2) WHY RELIME, (3) SOIL TESTING, (4) HOW TO EVALUATE AGRICULTURAL LIMING MATERIALS, (5) WHERE DOES LIME COME FROM, (6) HOW TO APPLY LIME, AND (7) WHEN TO APPLY LIME. THE MATERIAL IS ORGANIZED SO THAT ANY SECTION MAY BE USED ALONE IN TEACHING A LESSON. THE COMPLETE SLIDE SET MAY BE OBTAINED FROM THE SOURCE OF AVAILABILITY INDICATED FOR THIS DOCUMENT. (AW)

VT 013 888
DECIDING ON AND LOCATING YOUR KIND OF JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/01-AWE-1
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 16P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *OCCUPATIONAL INFORMATION; JOB APPLICATION; *EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN FINDING SOURCES OF INFORMATION ABOUT JOBS AND FILLING OUT APPLICATION FORMS USED BY STATE AND PRIVATE EMPLOYMENT AGENCIES. DRAWINGS, SAMPLE NEWSPAPER WANT ADS, EMPLOYMENT AGENCY APPLICATION FORMS, AND A SELF-INVENTORY FORM ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 889-VT 013 891 IN THIS ISSUE. (SB)

VT 013 889
GETTING YOUR JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/05-AWE-2
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 15P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; *JOB APPLICATION; EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; *EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN GETTING A SOCIAL SECURITY CARD, COMPILING A RESUME, FILLING OUT A JOB APPLICATION FORM, AND PREPARING FOR A JOB INTERVIEW. ILLUSTRATIONS, SAMPLE APPLICATION FORMS, AND A SAMPLE RESUME ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891 IN THIS ISSUE. (SB)

VT 013 890
SHANNON, THEODORE
SAVINGS AND CHECKING ACCOUNTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/10-AWE-3
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 23P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *MONEY MANAGEMENT; BANKING; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING THE PROCEDURES FOR MAINTAINING SAVINGS AND CHECKING ACCOUNTS. ILLUSTRATIONS AND SAMPLE FORMS FOR OPENING, DEPOSITING, AND WITHDRAWING MONEY FROM A SAVINGS AND A CHECKING ACCOUNT ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891. (SB)

VT 013 891
SHANNON, THEODORE
CREDIT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT ERIC SET.
AGDEX 900/11-AWE-4
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 27P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *CREDIT (FINANCE); MONEY MANAGEMENT; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING ABOUT CREDIT SOURCES, APPLYING FOR AND USING CREDIT CARDS, AND OTHER ASPECTS OF CREDIT. ILLUSTRATIONS AND SAMPLE CREDIT APPLICATION FORMS ARE INCLUDED IN THE TEXT. RELATED DOCUMENTS ARE AVAILABLE AS VT 013 888-VT 013 890. (SB)

VT 013 892
SOIL AND ITS PROPERTIES.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 500
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (SLIDES AND ILLUSTRATED SCRIPT $10.75)
PUB DATE - 71 10P.

DESCRIPTORS - *SLIDES; *AGRICULTURAL EDUCATION; *SCRIPTS; *SOIL SCIENCE; *ILLUSTRATIONS; INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS

ABSTRACT - THIS ILLUSTRATED SCRIPT WAS DEVELOPED BY AN AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE IN COOPERATION WITH AN EXTENSION AGRONOMIST FOR USE WITH A SERIES OF 65 COLOR SLIDES ILLUSTRATING THE IMPORTANCE OF UNDERSTANDING SOIL PROPERTIES FOR GOOD CROP PRODUCTION, BUILDING HIGHWAYS, AND EARTHEN STRUCTURE. DESIGNED FOR USE IN COURSES REQUIRING A BASIC KNOWLEDGE OF SOILS, THE MATERIAL IS DIVIDED INTO FIVE SUB-AREAS, INCLUDING: (1) SOIL HORIZONS, (2) SOIL COLOR AND DRAINAGE, (3) SOIL TEXTURE, (4) SOIL STRUCTURE, AND (5) SOIL MOISTURE. THE COMPLETE SLIDE SET MAY BE OBTAINED FROM THE SOURCE OF AVAILABILITY GIVEN FOR THIS DOCUMENT. (AW)

VT 013 894
FREEMAN, PAUL, AND OTHERS
INTRODUCTION TO THE FARM BUSINESS PLANNING AND ANALYSIS PROGRAM AND TEACHING UNITS, UNITS I-III.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 810
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($5.00)
PUB DATE - 71 312P.

DESCRIPTORS - *TEACHING GUIDES; *FARM MANAGEMENT; *ADULT FARMER EDUCATION; *YOUNG FARMER EDUCATION; *FARM ACCOUNTS; AGRICULTURAL EDUCATION

ABSTRACT - A REVISION OF VT 007 717 (AIM SPRING 1969), THIS SET OF TEACHING UNITS IS DESIGNED PRIMARILY TO ASSIST VOCATIONAL AGRICULTURE TEACHERS IN CONDUCTING FARM BUSINESS ANALYSIS PROGRAMS FOR YOUNG AND ADULT FARMERS. SOME OF THE 41 UNITS MAY ALSO BE USED IN TEACHING FARM MANAGEMENT ON THE HIGH SCHOOL LEVEL. CONTENTS ARE ORGANIZED IN THREE SECTIONS: (1) KEEPING COMPLETE FARM BUSINESS ACCOUNTS (14 UNITS), (2) SUMMARY AND ANALYSIS OF FARM BUSINESS RECORDS (15 UNITS), AND (3) PLANNING AND REORGANIZATION OF THE FARM BUSINESS (12 UNITS). EACH UNIT PROVIDES UNIT OBJECTIVE, TEACHING SUGGESTIONS, SUBJECT MATTER, AND REFERENCES, AND MANY ARE ILLUSTRATED WITH GRAPHS, CHARTS, AND TABLES. A RELATED SET OF TRANSPARENCY MASTERS IS

AVAILABLE IN THIS ISSUE AS VT 013 895. (AW)

VT 013 895
STARLING, JOHN, AND OTHERS
INTERPRETATION OF FARM BUSINESS ANALYSIS TRANSPARENCY MASTERS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 810
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($1.00)
PUB DATE - 71 20P.

DESCRIPTORS - *TRANSPARENCIES; *AGRICULTURAL EDUCATION; *FARM MANAGEMENT; *FARM ACCOUNTS; INSTRUCTIONAL AIDS; BUSINESS SUBJECTS; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION

ABSTRACT - INSTRUCTIONAL AIDS PRODUCED FROM THESE 12 TRANSPARENCY MASTERS MAY BE USED BY VOCATIONAL AGRICULTURE TEACHERS PRESENTING FARM BUSINESS ANALYSIS PROGRAMS FOR YOUNG AND ADULT FARMERS. THE MASTERS COVER SUCH ASPECTS OF FARM BUSINESS AS: (1) GROSS INCOME, (2) OVERHEAD AND OPERATING EXPENSES, (3) FAMILY LABOR AND MANAGEMENT INCOME AS PART OF GROSS INCOME, (4) FIXED AND VARIABLE COSTS, (5) OPERATING RATIO, AND (6) PROJECTED 1975 LABOR AND MANAGEMENT INCOME FOR A DAIRY ENTERPRISE. DESCRIPTIONS ARE PROVIDED FOR THOSE ILLUSTRATIONS REQUIRING ADDITIONAL EXPLANATION. A RELATED DOCUMENT, AVAILABLE IN THIS ISSUE, IS VT 013 894. (AW)

VT 013 902
MACHINE TRANSCRIPTION SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 ($0.50)
PUB DATE - 71 49P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *STENOGRAPHY; OFFICE PRACTICE; *OFFICE MACHINES; SECONDARY EDUCATION; STUDENT EVALUATION; TEACHING TECHNIQUES; BUSINESS ENGLISH; *TYPEWRITING; SCHEDULE MODULES

ABSTRACT - DEVELOPED BY A COMMITTEE OF CLASSROOM TEACHERS, THIS TEACHING GUIDE SHOULD BE A VALUABLE RESOURCE FOR TEACHERS OF SECRETARIAL AND OFFICE PRACTICE SUBJECTS. DESIGNED EITHER AS A 1-SEMESTER OR 1-YEAR COURSE OF INSTRUCTION OR FOR USE AS AN INSTRUCTIONAL MODULE, THE GUIDE INCLUDES EDUCATIONAL OBJECTIVES, SUGGESTIONS FOR STUDENT MOTIVATION, AND SUGGESTIONS FOR DICTATING NECESSARY EDUCATIONAL MATERIALS. WITH AN EMPHASIS ON INDIVIDUALIZED INSTRUCTION, THE CONTENT IS OUTLINED ACCORDING TO UNITS ON: (1) TYPEWRITING, (2) VOCABULARY BUILDING, (3) PUNCTUATION AND ENGLISH MECHANICS, (4) TRANSCRIPTION, (5) RELATED SKILLS, AND (6) ATTITUDES CONDUCIVE TO SUCCESSFUL JOB PERFORMANCE. SUGGESTIONS ARE ALSO INCLUDED CONCERNING STUDENT EVALUATION. (JS)

VT 013 903
ELEMENTARY PUBLIC SCHOOL TEACHER GUIDE FOR CAREER AND ATTITUDE DEVELOPMENT, GRADE KIT K-6. WORKING PAPER.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 239P.

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; *CURRICULUM DEVELOPMENT; *ELEMENTARY EDUCATION; KINDERGARTEN; *OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; EDUCATIONAL INNOVATION; CONCEPT TEACHING; *WORK ATTITUDES; TEACHING TECHNIQUES; LITERATURE REVIEWS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - WITH THE FOCUS ON THE PROCESS OF WORK ATTITUDE DEVELOPMENT, THIS DOCUMENT SHOULD BE OF VALUE TO TEACHERS DEVELOPING CAREER EDUCATION PROGRAMS FOR GRADES K-6. THE SPECIFIC PURPOSE OF THIS WORKING PAPER, IN TERMS OF BEING UTILIZED AS A TEACHING GUIDE, WAS TO SUGGEST AND OUTLINE A PROGRAM OF ATTITUDE DEVELOPMENT WHICH CAN BE IMPLEMENTED WITHIN THE EXISTING FRAMEWORK OF THE SCHOOL. THE OCCUPATIONAL ATTITUDE PROGRAM IS TO BE DEVELOPED AROUND A SERIES OF CONCEPTS WITH SUGGESTED ACTIVITIES AND MATERIALS DESIGNED TO: (1) PROMOTE THE STUDENT'S UNDERSTANDING OF VARIOUS OCCUPATIONS, (2) PROVIDE OCCUPATIONAL INFORMATION, (3) EXPLORE THE WORLD OF WORK, AND (4) ASSIST THE STUDENT IN FINDING OUT ABOUT HIMSELF AS PART OF THE PREPARATION FOR DECISION MAKING. THE GUIDE IS COLOR-CODED AND ARRANGED IN OUTLINE FORM UNDER THREE HEADINGS: (1) CONCEPTS, (2) SUGGESTED ACTIVITIES, AND (3) SUGGESTED MATERIALS TO USE IN CONCEPT DEVELOPMENT. THE INFORMATION IS OUTLINED BY GRADE LEVEL WITH EMPHASIS ON THE "OCCUPATIONS OF THE MONTH." CONCLUSIONS AND RECOMMENDATIONS RESULTING FROM THE RESEARCH IN WORK ATTITUDES PROVIDE ADDITIONAL GUIDELINES FOR PROGRAM DEVELOPMENT. (AUTHOR/JS)

VT 013 904
PLOWS AND PLOWING TRANSPARENCIES.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 741
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($5.00)
PUB DATE - 71 39P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *FARM MECHANICS (OCCUPATION); *AGRICULTURAL MACHINERY; *TRANSPARENCIES; INSTRUCTIONAL AIDS; EQUIPMENT MAINTENANCE; EQUIPMENT UTILIZATION

ABSTRACT - THIS SET OF 39 TRANSPARENCIES AND MASTERS IS DESIGNED TO BE USED WITH THE BOOK, "PLOWS AND PLOWING," WHICH IS AVAILABLE AS VT 009 567. THE TRANSPARENCIES COVER SUCH TOPICS AS: (1) PLACEMENT OF ORGANIC MATTER, (2) TYPES OF MOLDBOARDS, (3) VERTICAL, HORIZONTAL, AND LONGITUDINAL FORCES ACTING UPON THE PLOW BOTTOM, (4) SIDEDRAFT PLACED IN BOTH PLOW AND TRACTOR, (5) COULTER ADJUSTMENT, AND (6) FINISHING OFF THE LAND. MASTER SHEETS WITH AN ILLUSTRATION ON ONE SIDE AND DESCRIPTION AND PAGE REFERENCE TO THE BOOK ON THE OTHER SIDE ARE INCLUDED IN THE SET. (SB)

VT 013 905
THE LATE GROWTH OF CORN.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (SLIDES AND ILLUSTRATED SCRIPT $5.00)
PUB DATE - 71 44P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; *SLIDES; COLOR PRESENTATION; *INSTRUCTIONAL AIDS; *AGRICULTURAL PRODUCTION; *CORN (FIELD CROP); PLANTING; HARVESTING

ABSTRACT - THIS DOCUMENT IS THE SCRIPT FOR A SERIES OF 28 COLOR SLIDES SHOWING THE DEVELOPMENT OF THE CORN PLANT FROM FERTILIZATION TO MATURITY. A GLOSSARY OF TECHNICAL TERMS IS INCLUDED, AND A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 013 906. (SB)

VT 013 906
THE EARLY GROWTH OF CORN.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 111
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (SLIDES AND ILLUSTRATED SCRIPT $4.60)
PUB DATE - 71 8P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; *SLIDES; COLOR PRESENTATION; *INSTRUCTIONAL AIDS; *AGRICULTURAL PRODUCTION; *CORN (FIELD CROP); PLANTING

ABSTRACT - THIS DOCUMENT IS THE SCRIPT FOR A SERIES OF 26 COLOR SLIDES SHOWING THE DEVELOPMENT OF THE CORN PLANT FROM GERMINATION TO POLLINATION. A GLOSSARY OF TECHNICAL TERMS IS INCLUDED, AND A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 013 905. (SB)

VT 013 907
ROEDIGER, ROGER D.
LIVESTOCK BREEDING, TRANSPARENCIES.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 400/30
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($5.50)
PUB DATE - 71 36P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *TRANSPARENCIES; INSTRUCTIONAL AIDS; *LIVESTOCK; *AGRICULTURAL PRODUCTION

ABSTRACT - THIS SET OF 37 TRANSPARENCIES AND MASTERS IS DESIGNED TO BE USED WITH THE BOOK, "LIVESTOCK BREEDING," WHICH IS AVAILABLE AS VT 004 156. THE TRANSPARENCIES COVER SUCH TOPICS AS: (1) THE PROFIT PUZZLE, (2) RATE OF GAIN INCREASES PRODUCTION, (3) BODY GROWTH FROM CELL DIVISION, (4) MALE AND FEMALE REPRODUCTIVE ORGANS, (5) NORMAL AND ABNORMAL BIRTH POSITIONS, (6) CHANGING MARKER COLOR ON RAM, (7) SWINE HERITABILITY, AND (8) CUTTING THE GENETIC PROGRESS INTO YEARLY AMOUNTS. MASTER SHEETS WITH AN ILLUSTRATION ON ONE SIDE AND A DESCRIPTION AND PAGE REFERENCE TO THE BOOK ON THE OTHER SIDE ARE INCLUDED IN THE SET. (SB)

VT 013 911
A CURRICULUM GUIDE FOR INTRODUCTION TO AEROSPACE AND AIR TRANSPORTATION OCCUPATIONS. OCCUPATIONAL EDUCATION FOR HIGH SCHOOL STUDENTS LEARNING FOR EARNING.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
PUB DATE - 71 103P.

DESCRIPTORS - *TECHNICAL EDUCATION; *CURRICULUM GUIDES; *AEROSPACE TECHNOLOGY; *AIRCRAFT PILOTS; *AVIATION MECHANICS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; VOCATIONAL EDUCATION
IDENTIFIERS - *OCCUPATIONAL AEROSPACE EDUCATION

ABSTRACT - WITH THE HELP OF A STEERING COMMITTEE COMPRISED OF LOCAL AIRLINE OFFICIALS, THIS CURRICULUM GUIDE WAS DEVELOPED BY A LOCAL TEACHER WITH EXPERIENCE AS A PILOT. THE CONTENT IS STATED IN TERMS OF CLOCK HOURS FOR FLEXIBILITY IN USE OF THE MODULES. THE TWELVE 5-HOUR MODULES MAY BE PRESENTED AS AN INTRODUCTORY COURSE IN OCCUPATIONAL AEROSPACE EDUCATION, OR INDIVIDUALLY OR IN COMBINATIONS AS PARTS OF OTHER COURSES OR AS GUIDANCE COURSES IN SELECTED OCCUPATIONS. AN EXPERIENCED TEACHER MAY WISH TO INTEGRATE THE MODULES WITH OTHER MATERIALS. AS A COROLLARY, AN AIRLINE OCCUPATIONS GUIDE IS AVAILABLE IN THIS ISSUE AS VT 013 918. (BH)

VT 013 918

A CURRICULUM GUIDE FOR AIRLINE OCCUPATIONS. OCCUPATIONAL EDUCATION FOR HIGH SCHOOL STUDENTS LEARNING FOR EARNING, 1970-1971.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
PUB DATE - 71 201P.

DESCRIPTORS - *TECHNICAL EDUCATION: *CURRICULUM GUIDES: *CLERICAL OCCUPATIONS; *TRANSPORTATION; INSTRUCTIONAL MATERIALS: SECONDARY GRADES
IDENTIFIERS - *AIRLINE OCCUPATIONS

ABSTRACT - WITH THE HELP OF A STEERING COMMITTEE COMPRISED OF LOCAL AIRLINE OFFICIALS, THIS CURRICULUM GUIDE WAS DEVELOPED BY A LOCAL TEACHER WITH EXPERIENCE AS A PILOT. THE GUIDE MAY BE USED IN PREPARING STUDENTS FOR A VARIETY OF AIRLINE OCCUPATIONS. THE CONTENT IS DEVELOPED IN A MODULAR STRUCTURE TO PROVIDE FLEXIBILITY IN TEACHING AND SCHEDULING. EACH MODULE REQUIRES ROUGHLY 25 HOURS OF TRAINING TIME. WITH INTERFACING PAGES, THE CONTENT, TEACHING METHODS, RESOURCES, AND EVALUATION TECHNIQUE ARE AVAILABLE SIMULTANEOUSLY. SPACE IS AVAILABLE FOR ADDITIONAL NOTES. A COMPANION VOLUME IS AVAILABLE IN THIS ISSUE AS VT 013 911. (BH)

VT 013 938

MACHINE TRADES II, INSTRUCTOR'S MANUAL; SHAPER WORK, PLANER WORK, MILLING MACHINE WORK, GEARS AND GEARING, GRINDER WORK, METALLURGY, AND HEAT TREATING.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
OHIO TRADE & INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($4.00)
PUB DATE - 71 322P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *MACHINE TOOLS; *METALS: *REFERENCE MATERIALS; VOCATIONAL EDUCATION: MANUALS; ASSIGNMENTS; COURSE OBJECTIVES

ABSTRACT - DEVELOPED BY A COMMITTEE FOR THE DIVISION OF VOCATIONAL EDUCATION, THIS INSTRUCTOR'S MANUAL IS DESIGNED TO ASSIST WITH THE TEACHING OF RELATED TECHNICAL KNOWLEDGE FOR THE MACHINE TRADE. THE 155 ASSIGNMENT SHEETS, CATEGORIZED UNDER SEVEN GENERAL TOPICS, CONTAIN A STATED OBJECTIVE, A LIST OF REFERENCES, AND QUESTIONS WITH ANSWERS. GENERAL TOPICS INCLUDE: (1) SHAPER WORK, (2) PLANER WORK, (3) MILLING MACHINE WORK, (4) GEARS AND GEARING, (5) GRINDER WORK, (6) METALLURGY, AND (7) HEAT TREATING. SAMPLE ASSIGNMENTS SHEET TITLES INCLUDE: (1) VERTICAL SHAPER OR SLOTTER, (2) COOLANTS AND CUTTING FLUIDS, (3) CUTTING SPEEDS AND FEEDS, (4) SETUP AND CUTTING OF THE SPUR GEAR, (5) GRINDING PRINCIPLES AND PRACTICES, (6) POWDER METALLURGY, AND (7) HARDNESS TESTING INSTRUMENTS. ALTHOUGH THE COURSE IS BASED PRIMARILY ON "MACHINE TOOL OPERATIONS," "MACHINE SHOP TECHNOLOGY," AND "MACHINE SHOP OPERATIONS AND SETUPS," A LIST OF 19 ADDITIONAL REFERENCES IS PROVIDED IN ORDER TO ANSWER THE QUESTIONS. A RELATED DOCUMENT, THE LEARNER'S MANUAL, IS AVAILABLE IN THIS ISSUE AS VT 013 939. (GEB)

VT 013 939

MACHINE TRADES II, LEARNER'S MANUAL; SHAPER WORK, PLANER WORK, MILLING MACHINE WORK, GEARS AND GEARING, GRINDER WORK, METALLURGY, AND HEAT TREATING.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
OHIO TRADE & INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($3.00)
PUB DATE - 71 321P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *MACHINE TOOLS; *METALS; *REFERENCE MATERIALS; MANUALS; VOCATIONAL EDUCATION; ASSIGNMENTS; COURSE OBJECTIVES

ABSTRACT - DEVELOPED BY A COMMITTEE FOR THE DIVISION OF VOCATIONAL EDUCATION, THIS LEARNER'S MANUAL IS DESIGNED TO ASSIST THE STUDENT IN THE MASTERY OF THE RELATED TECHNICAL KNOWLEDGE FOR THE MACHINE TRADE. THE 155 ASSIGNMENT SHEETS, CATEGORIZED UNDER SEVEN GENERAL TOPICS, CONTAIN A STATED OBJECTIVE, A LIST OF REFERENCES, AND QUESTIONS PERTAINING TO THE TOPIC. GENERAL TOPICS INCLUDE: (1) SHAPER WORK, (2) PLANER WORK, (3) MILLING MACHINE WORK, (4) GEARS AND GEARING, (5) GRINDER WORK, (6) METALLURGY, AND (7) HEAT TREATING. SAMPLE ASSIGNMENT SHEET TITLES INCLUDE: (1) VERTICAL SHAPER OR SLOTTER, (2) COOLANTS AND CUTTING FLUIDS, (3) CUTTING SPEEDS AND FEEDS, (4) SETUP AND CUTTING OF THE SPUR GEAR, (5) GRINDING PRINCIPLES AND PRACTICES, (6) POWDER METALLURGY, AND (7) HARDNESS TESTING INSTRUMENTS. ALTHOUGH THE COURSE IS BASED PRIMARILY ON "MACHINE TOOL OPERATIONS," "MACHINE SHOP TECHNOLOGY," AND "MACHINE SHOP OPERATIONS AND SETUPS," A LIST OF 19 ADDITIONAL REFERENCES IS PROVIDED IN ORDER TO ANSWER THE QUESTIONS. A RELATED DOCUMENT, THE INSTRUCTOR'S MANUAL, IS AVAILABLE IN THIS ISSUE AS VT 013 938. (GEB)

VT 013 940 ED 056 174

LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE. A UNIT OF THE OHIO LAW ENFORCEMENT OFFICERS' TRAINING PROGRAM. INSTRUCTOR'S MANUAL.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
TRADE AND INDUSTRIAL EDUCATION SERVICE.
EDRS PRICE MF-$.65 HC-$29.61
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($8.25)
PUB DATE - JAN71 819P.1971 REVISION

DESCRIPTORS - *LAW ENFORCEMENT; *POLICE SEMINARS; *TEACHING GUIDES; JOB TRAINING; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; OFFICER PERSONNEL; MANUALS

ABSTRACT - DEVELOPED BY THE STATE DIVISION OF VOCATIONAL EDUCATION WITH THE HELP OF QUALIFIED CONSULTANTS, THIS INSTRUCTOR'S MANUAL IS FOR USE IN TEACHING THE FUNDAMENTAL LAW ENFORCEMENT PROCEDURES. SUGGESTED TIME ALLOTMENT, TEACHING GUIDES, AND PRESENTATION METHODS ARE INCLUDED FOR EACH OF THE TRAINING PROCEDURES. LINE DRAWINGS AND PHOTOGRAPHS SUPPLEMENT THE TEXT, AND SPACE IS PROVIDED FOR WRITING IN NOTES. A SAMPLE OF THE 37 TOPICS INCLUDE: (1) HANDLING FELONIES, (2) ARRESTING, (3) CRIME PREVENTION, (4) REPORT WRITING, (5) EMERGENCY CARE--FIRST AID, STANDARD RED CROSS, CHILD BIRTH, (6) LIQUOR LAW ENFORCEMENT, AND (7) NARCOTICS. A 63-ITEM APPENDIX AND A BIBLIOGRAPHY PROVIDE RESOURCE MATERIAL. A RELATED DOCUMENT, THE LEARNER'S MANUAL, IS AVAILABLE AS VT 013 941 IN THIS ISSUE. (GEB)

VT 013 941   ED 056 175
LAW ENFORCEMENT OFFICER TRAINING, BASIC COURSE. LEARNER'S MANUAL.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.
EDRS PRICE MF-$.65 HC-$19.74
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($4.00)
PUB DATE - MAY71 596P.1971 REVISION

DESCRIPTORS - *LAW ENFORCEMENT; *POLICE SEMINARS; MANUALS; *STUDY GUIDES; JOB TRAINING; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; OFFICER PERSONNEL

ABSTRACT - DEVELOPED BY THE STATE DIVISION OF VOCATIONAL EDUCATION, THIS LEARNER'S MANUAL IS DESIGNED TO PROVIDE LAW ENFORCEMENT OFFICERS WITH A BETTER UNDERSTANDING OF THE MANY PROBLEMS INVOLVED IN PROVIDING GOOD LAW ENFORCEMENT SERVICES. THE OBJECTIVES OF THIS PROGRAM ARE TO DETERMINE LOCAL, COUNTY, REGIONAL AND STATE NEEDS, TO IMPLEMENT A PROGRAM TO MEET THESE NEEDS ON A CONTINUING BASIS, AND TO IMPROVE THE COMPETENCIES AND SKILLS OF LOCAL LAW ENFORCEMENT PERSONNEL. LINE DRAWINGS AND PHOTOGRAPHS SUPPLEMENT THE TEXT, AND SPACE IS PROVIDED FOR WRITING IN NOTES. A SAMPLE OF THE 37 TOPICS INCLUDE: (1) HANDLING FELONIES, (2) ARRESTING, (3) CRIME-PREVENTION, (4) REPORT WRITING, (5) EMERGENCY CARE-FIRST AID, STANDARD RED CROSS, CHILD BIRTH, (6) LIQUOR LAW ENFORCEMENT, AND (7) NARCOTICS. A 63-ITEM APPENDIX AND A BIBLIOGRAPHY PROVIDE RESOURCE MATERIAL. A RELATED DOCUMENT, THE INSTRUCTOR'S MANUAL, IS AVAILABLE AS VT 013 940 IN THIS ISSUE. (GEB)

VT 013 943
DISTRIBUTIVE EDUCATION II, COURSE OF STUDY.

OKLAHOMA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVENUE, STILLWATER, OKLAHOMA 74074 ($10.00)
PUB DATE - 71 628P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; INSTRUCTOR COORDINATORS; *TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; *EDUCATIONAL OBJECTIVES; TESTS; CLASS ORGANIZATION; *INDIVIDUALIZED INSTRUCTION; ASSIGNMENTS; MERCHANDISING; RESOURCE MATERIALS

ABSTRACT - PREPARED THROUGH A STATE DEPARTMENT OF DISTRIBUTIVE EDUCATION (DE), THIS TEACHING GUIDE WAS DEVELOPED TO ASSIST TEACHER-COORDINATORS IN IMPROVING THEIR METHODS OF INSTRUCTION. WITH EMPHASIS ON INDIVIDUALIZED INSTRUCTION, UNITS IN THE COURSE OF STUDY COVER SUCH TOPICS AS: (1) HUMAN RELATIONS, (2) BASIC SELLING, (3) SALES PROMOTION, (4) VISUAL MERCHANDISING, (5) LOCATION AND LAYOUT, (6) STORE ORGANIZATION, AND (7) THE AMERICAN MARKET. EACH INSTRUCTIONAL UNIT INCLUDES OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, ASSIGNMENT SHEETS, TRANSPARENCY MASTERS, ATTACHMENTS, TESTS AND TEST ANSWERS. TO FURTHER ASSIST THE TEACHER IN PLANNING AND ORGANIZING HIS CLASS, THIS COLOR-CODED GUIDE ALSO INCLUDES SUGGESTED TEACHING TIME PER UNIT. INSTRUCTION TIME FOR THE ENTIRE COURSE OF STUDY IS ESTIMATED AT 15 WEEKS. (JS)

VT 013 944
VOCATIONAL AGRICULTURE II; A CURRICULUM GUIDE FOR 10TH GRADE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OKLAHOMA STATE UNIV., STILLWATER. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVENUE, STILLWATER, OKLAHOMA 74074 ($10.00)
PUB DATE - 71 542P.

DESCRIPTORS - VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *TEACHING GUIDES; CLASS ORGANIZATION; *TEACHING TECHNIQUES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; LEADERSHIP; *ANIMAL SCIENCE; PLANT SCIENCE; SOIL SCIENCE; SUPERVISED FARM PRACTICE; EDUCATIONAL OBJECTIVES; TESTS; ASSIGNMENTS

ABSTRACT - PREPARED THROUGH A STATE DEPARTMENT OF VOCATIONAL AGRICULTURE, THIS TEACHING GUIDE IS DESIGNED TO PROVIDE A BASIC CORE OF INSTRUCTION FOR VOCATIONAL AGRICULTURE STUDENTS IN OKLAHOMA. PRESENTED IN A COLOR-CODED FORMAT, UNITS IN THE COURSE OF STUDY COVER SIX TOPICS ON: (1) AGRICULTURAL CHEMICALS, (2) LEADERSHIP, (3) SUPERVISED FARM TRAINING, (4) PLANT AND SOIL SCIENCE, (5) ANIMAL SCIENCE, AND (6) AGRICULTURAL MECHANICS. THE TEACHING GUIDE IS DESIGNED TO ACCOUNT FOR 60 PERCENT OF THE INSTRUCTOR'S TIME WITH THE REMAINING 40

PERCENT TO BE USED BY THE INDIVIDUAL INSTRUCTOR ACCORDING TO THE DEMANDS OF HIS LOCAL COMMUNITY. EACH INSTRUCTIONAL UNIT INCLUDES: (1) OBJECTIVES, (2) SUGGESTED ACTIVITIES, (3) INFORMATION SHEETS, (4) ASSIGNMENT SHEETS, (5) JOB SHEETS, (6) TRANSPARENCY MASTERS, (7) TEST, AND (8) TEST ANSWERS. EACH UNIT HAS A SUGGESTED TEACHING TIME IN TERMS OF HOURS OF INSTRUCTION. A RELATED DOCUMENT IS AVAILABLE AS VT 011 981 (AIM SPRING 1971). (JS)

VT 013 956
ELECTRIC LINEMAN: SERIES 100, LEARNER'S MANUAL AND ANSWER BOOK.

NATIONAL ASSOCIATION OF JOB TRAINING AND SAFETY INSTRUCTORS.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
OHIO TRADE AND INDUSTRIAL EDUCATION SERVICE, INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210
PUB DATE - 70 243P.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ADULT VOCATIONAL EDUCATION; *ELECTRICIANS; *RESOURCE MATERIALS; MANUALS; TEACHING GUIDES; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELECTRIC LINEMEN; ANSWER BOOKS

ABSTRACT - DEVELOPED BY A STATE AND NATIONAL COMMITTEE AND SUBJECT MATTER SPECIALISTS, THIS STUDY GUIDE IS THE FIRST IN A SERIES DESIGNED FOR STUDENTS AND INSTRUCTORS IN THE LINE TRADES. A SERIES OF 45 JOB TRAINING PROCEDURES AND 54 ASSIGNMENT SHEETS IS DESIGNED TO ASSIST THE BEGINNING LINEMAN IN LEARNING THE PROPER PROCEDURES AND THE RELATED TECHNICAL INFORMATION OF THE LINE TRADE. A RECOMMENDED STEP-BY-STEP PROCEDURE WITH SAFETY PRECAUTIONS AND KEY POINTS FOR COMPLETION IS GIVEN FOR EACH JOB. EACH ASSIGNMENT SHEET PROVIDES THE STATED OBJECTIVE, RELATED INFORMATION AND QUESTIONS, AND SOME INCLUDE ASSIGNMENTS. A LIST OF TOOLS AND EQUIPMENT CONTAINS PHOTOGRAPHS AND BRIEF NOTES ABOUT THEIR USE, AND AN ANSWER BOOK IS INCLUDED FOR THE QUESTIONS ON THE ASSIGNMENT SHEETS. AN EARLIER EDITION OF THIS MANUAL IS AVAILABLE AS VT 000 706 (AIM SPRING 1969). (GEB)

VT 013 977
PATROLMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-72
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (UPON REQUEST, COPIES MAY BE OBTAINED FREE OF CHARGE)
PUB DATE - AUG71 19P.

DESCRIPTORS - *POLICE; *JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; LAW ENFORCEMENT; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE PATROLMAN. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PATROLMAN INCLUDING ON-THE-JOB TRAINING, AND THE POLICE CADET PROGRAM IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 013 978
TELEPHONE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-71
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - MAR71 24P.

DESCRIPTORS - *TELEPHONE COMMUNICATIONS INDUSTRY; TELECOMMUNICATION; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; FRINGE BENEFITS; *INFORMATION SOURCES; JOB TRAINING; COOPERATIVE PROGRAMS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *TELEPHONE OPERATOR

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE OCCUPATION OF TELEPHONE OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) OUTLOOK. A SECTION ON HOW TO BECOME A TELEPHONE OPERATOR, INCLUDING ON-THE-JOB TRAINING AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 013 979
STOCK CLERK.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-70
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - OCT70 24P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *CLERICAL WORKERS; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY; STOCK CLERKS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE STOCK CLERK. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A STOCK CLERK INCLUDING ON-THE-JOB TRAINING, AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 013 980
TOOL AND DIE MAKER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-3R
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - MAR71 22P.

DESCRIPTORS - *TOOL AND DIE MAKERS; *MACHINE TOOL OPERATORS; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; FRINGE BENEFITS; *INFORMATION SOURCES; JOB TRAINING; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR AND INDUSTRY, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE TOOL AND DIE MAKING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A SECTION ON HOW TO BECOME A TOOL AND DIE MAKER, INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 013 981
AUTOMOBILE MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-2R
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - OCT70 24P.

DESCRIPTORS - *AUTO MECHANICS (OCCUPATION); *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; FRINGE BENEFITS; *INFORMATION SOURCES; JOB TRAINING; COOPERATIVE PROGRAMS; ADULT EDUCATION; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE AUTOMOBILE MECHANIC TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF WORK, (2) RELATED OCCUPATIONS; (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A SECTION ON HOW TO BECOME AN AUTOMOBILE MECHANIC, INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, PART-TIME COOPERATIVE PROGRAMS, ADULT EDUCATION COURSES, AND GOVERNMENT FINANCED PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 013 982
MACHINIST.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-4R
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - MAR71 23P.

DESCRIPTORS - *MACHINISTS; MACHINE TOOL OPERATORS; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; EDUCATIONAL NEEDS; VOCATIONAL COUNSELING; METAL WORKING OCCUPATIONS; FRINGE BENEFITS; *INFORMATION SOURCES; JOB TRAINING; COOPERATIVE PROGRAMS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATING

SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE MACHINIST TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A SECTION ON HOW TO BECOME A MACHINIST, INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, HIGH SCHOOL VOCATIONAL PROGRAMS, AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 013 983
INJECTION MOLDING MACHINE OPERATOR OR TENDER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - AUG71 19P.

DESCRIPTORS - *PLASTICS; *MACHINE TOOL OPERATORS; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; FRINGE BENEFITS; *INFORMATION SOURCES; JOB TRAINING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *INJECTION MOLDING MACHINE OPERATOR

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE OCCUPATION OF INJECTION MOLDING MACHINE OPERATOR OR TENDER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN INJECTION MOLDING MACHINE OPERATOR OR TENDER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 013 990
FORGET, BARBARA
THE BUDGET AS A MEANS TO AN END. HOME ECONOMICS EDUCATORS PACKAGES.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
261-08406
HOME ECONOMICS EDUCATION ASSOCIATION, NATIONAL EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 ($1.25; NEA STOCK NO. 261-08406)
PUB DATE - 70 25P.

DESCRIPTORS - *CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; *BUDGETING; BUDGETS; *AUTOINSTRUCTIONAL AIDS; *INDEPENDENT STUDY

ABSTRACT - THIS LEARNING PACKAGE CONTAINS BOTH THE TEACHER'S AND STUDENT'S SECTIONS FOR AN INDEPENDENT STUDY PROJECT ON BUDGETS FOR USE IN A CONSUMER EDUCATION COURSE. INCLUDED IN THE TEACHER'S SECTION ARE THE PURPOSE AND LEARNING OBJECTIVES OF THE UNIT ALONG WITH INSTRUCTIONS REGARDING TEACHING APPROACHES, MATERIALS NEEDED, AND EVALUATION INSTRUMENTS. THE STUDENT'S SECTION INCLUDES LEARNING OBJECTIVES, FOUR LESSONS, SELF-EVALUATION FORMS AND ANSWERS FOR EACH LESSON, AND PRE- AND POSTTESTS. (SB)

VT 013 991
DETERMINING EFFECTIVENESS OF TEACHING HOME ECONOMICS.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT_ERIC SET.
HOME ECONOMICS EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 ($2.50; NEA STOCK NO. 261-08408)
PUB DATE - ND 35P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *EVALUATION TECHNIQUES; *EVALUATION METHODS; *EFFECTIVE TEACHING; STUDENT EVALUATION; COURSE EVALUATION; INSTRUMENTATION; TEST CONSTRUCTION

ABSTRACT - INTENDED FOR HOME ECONOMICS TEACHERS, THIS PUBLICATION DISCUSSES SEVERAL ASPECTS OF THE EVALUATION PROCESS. TOPICS ARE: (1) PURPOSES OF EVALUATION, WHICH INCLUDE DETERMINING EFFECTIVENESS OF LEARNING EXPERIENCES, DISCOVERING INDIVIDUAL DIFFERENCES AND DIAGNOSING LEARNING DIFFICULTIES, MOTIVATING STUDENTS TO LEARN, AND PROVIDING A BASIS FOR ASSIGNING GRADES, (2) STEPS IN DEVELOPING AN EVALUATION TECHNIQUE, WHICH INCLUDE STATING BEHAVIORAL OBJECTIVES, SELECTING CONCEPTS AND GENERALIZATIONS, AND SELECTING, DEVELOPING, ADMINISTERING, AND REVISING THE EVALUATION TECHNIQUE, (3) EXAMPLES OF TECHNIQUES, WHICH INCLUDE GAMES, OBSERVATION, ASSIGNMENTS, PROJECTIVE TECHNIQUES, SURVEYS, AND TESTS, (4) METHODS OF IMPROVING TECHNIQUES, AND (5) INVOLVING STUDENTS IN THE EVALUATION PROCESS. A BIBLIOGRAPHY IS PROVIDED, AND SAMPLE GENERALIZATIONS AND CLASSIFICATIONS OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR OBJECTIVES ARE APPENDED. (SB)

VT 013 998 ED 056 183
HOUSEHOLD EMPLOYMENT TRAINING: A SUGGESTED PROGRAM DEVELOPMENT GUIDE FOR ADMINISTRATORS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING.
EDRS PRICE MF-$.65 HC-$3.29.
OE-87058
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($0.60; HE 5.287: 87058)
PUB DATE - 71 65P.

DESCRIPTORS - *VOCATIONAL EDUCATION; MANPOWER DEVELOPMENT; CURRICULUM GUIDES; COURSE CONTENT; *PROGRAM DEVELOPMENT; PROGRAM ADMINISTRATION; PROGRAM PLANNING; *JOB TRAINING; *DOMESTICS; HOME MANAGEMENT; CHILD CARE; PROGRAM EVALUATION; WORK EXPERIENCE PROGRAMS

ABSTRACT - THIS GUIDE WAS PREPARED TO ASSIST ADMINISTRATORS AND DIRECTORS OF TRAINING IN PLANNING AND OPERATING PROGRAMS TO TRAIN OR UPGRADE PERSONNEL IN GENERAL HOUSEHOLD SERVICE OCCUPATIONS AND SPECIAL AREAS. TOPICS COVER: (1) PURPOSE OF THE TRAINING PROGRAM, (2) PLANNING THE PROGRAM, WHICH INCLUDES ESTABLISHING THE NEED, PROGRAM OBJECTIVES, AND ADVISORY COMMITTEE, (3) DEVELOPING THE PROGRAM, WHICH DISCUSSES ORGANIZATIONAL PATTERNS, PROGRAM STAFFING, TRAINING FACILITIES, AND WORK EXPERIENCE, (4) COURSE CONTENT AND SUGGESTED COURSE OUTLINE, AND (5) OPERATION OF THE PROGRAM, WHICH DISCUSSES PUBLICIZING THE PROGRAM, ARRANGING SUPPORTIVE SERVICES FOR TRAINEES, PROVIDING PRESERVICE AND INSERVICE EDUCATION FOR PROGRAM STAFF, COMPLETION CERTIFICATES, AND EVALUATION, PLACEMENT, AND FOLLOWUP. A BIBLIOGRAPHY, A LISTING OF VISUAL AIDS, AND SOURCES OF INFORMATION, MATERIALS, AND VISUAL AIDS ARE INCLUDED. SEVERAL MATERIALS FOR USE IN DEVELOPING AND CONDUCTING A TRAINING PROGRAM ARE APPENDED. (SB)

VT 013 999
USTES (UNITED STATES TRAINING AND EMPLOYMENT SERVICE) EMPLOYER SERVICES TRAINING RESOURCE: MASTER GUIDE AND ESTR SERIES 100, 200, 300, 400, AND 900, GUIDES AND TRAINEE MATERIALS.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. U.S. TRAINING AND EMPLOYMENT SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 544P.

DESCRIPTORS - *EMPLOYMENT SERVICES; *EMPLOYMENT COUNSELORS; *ADMINISTRATIVE PERSONNEL; *RESOURCE MATERIALS; *ON THE JOB TRAINING; ADULT VOCATIONAL EDUCATION; TEACHING GUIDES; CURRICULUM GUIDES

ABSTRACT - DEVELOPED UNDER CONTRACT WITH A PRIVATE CORPORATION, THIS TRAINING RESOURCE IS DESIGNED TO (1) ENCOURAGE GROWTH IN EMPLOYER SERVICES (ES) THROUGHOUT THE STATES, (2) ASSIST THE STATES IN CARRYING OUT ES TRAINING, AND (3) STIMULATE ONGOING CAREER DEVELOPMENT BY ES PERSONNEL. FIVE SERIES OF TRAINING MODULES ARE INCLUDED, COVERING THE KEY AREAS OF EMPLOYER SERVICES, EMPLOYER TECHNICAL SERVICES, MANAGEMENT, HUMAN RELATIONS, AND INFORMATION AND MANPOWER PROGRAMS. A TEACHERS' GUIDE FOR EACH MODULE AND ASSORTED AUDIOVISUAL AIDS ARE AVAILABLE AS PART OF THE TRAINING RESOURCE. (BH)

VT 014 001
BUILDER 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10648-F
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($4.25; D 208.11:B 86/3/970)
PUB DATE - 70 565P.1970 REVISION.

DESCRIPTORS - *BUILDING TRADES; *BUILDING MATERIALS; *SKILLED WORKERS; *MILITARY TRAINING; SKILL DEVELOPMENT; *QUALIFICATIONS; VOCATIONAL EDUCATION; STUDY GUIDES; REFERENCE MATERIALS; TEXTBOOKS; MANUALS
IDENTIFIERS - *BUILDER RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING TO ACQUIRE THE THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED OF CANDIDATES FOR ADVANCEMENT TO BUILDER THIRD CLASS AND BUILDER SECOND CLASS. INCLUDED IN THE 19 CHAPTERS ARE: (1) DRAWINGS AND SPECIFICATIONS, (2) MATERIALS HANDLING AND SCAFFOLDING, (3) WOODWORKING, (4) MASONRY AND CONCRETE, (5) EXTERIOR AND INTERIOR FINISHING, (6) PLASTERING, STUCCOING, AND TILE SETTING, AND (7) CONSTRUCTION SAFETY AND SUPERVISION. PICTURES AND DRAWINGS ARE USED EXTENSIVELY AS ILLUSTRATIONS. (GEB)

VT 014 003
SHIP'S SERVICEMAN 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10286-F
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($1.75; D 208.11: SH 6/4/970)
PUB DATE - 70 188P.1970 REVISION.

DESCRIPTORS - *MILITARY TRAINING; *STUDY GUIDES; MANUALS; SUPPLIES; QUALIFICATIONS; VOCATIONAL EDUCATION; *REFERENCE MATERIALS; TRAINEES; *TEXTBOOKS; ACHIEVEMENT RATING; OCCUPATIONAL INFORMATION
IDENTIFIERS - *SHIPS SERVICEMEN

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL WAS PREPARED FOR MEN WHO ARE STUDYING FOR ADVANCEMENT TO THE RATES OF SHIP'S SERVICEMAN THIRD OR SECOND CLASS. THE 11 CHAPTERS INCLUDE: (1) ADVANCEMENT TO PETTY OFFICER, (2) THE SUPPLY DEPARTMENT, (3) ADMINISTRATION, (4) APPROPRIATIONS AND FUNDS, (5) PROCUREMENT, (6) INVENTORY AND STOCK CONTROL, (7) RECEIPT, CUSTODY, AND STOWAGE, (8) EXPENDITURES, (9) RESALE ACTIVITIES, (10) RETURNS, AND (11) SERVICE ACTIVITIES. SAMPLE FORMS USED IN SUPPLY PROCEDURES, LINE DRAWINGS, AND PICTURES ARE USED AS ILLUSTRATIONS. AN ALPHABETICAL LIST OF AUTHORIZED STOCKS IS APPENDED. (GEB)

VT 014 004
OPTICALMAN 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10205-A
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
($3.50; D 208.11: OP7/970)

PUB DATE - 70 384P.1970 REVISION.

DESCRIPTORS - *TEXTBOOKS; *OPTICS; *MILITARY TRAINING; METALS; MACHINE TOOLS; DESIGN; *LIGHT; SKILL DEVELOPMENT; QUALIFICATIONS; *STUDY GUIDES; VOCATIONAL EDUCATION; REFERENCE MATERIALS
IDENTIFIERS - OPTICALMAN; *OPTICIAN

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING TO ACQUIRE THE THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED FOR RECOMMENDATION FOR ADVANCEMENT TO OPTICALMAN 3 AND 2. INCLUDED IN THE 15 CHAPTERS ARE: (1) ADVANCEMENT, (2) THE NATURE OF LIGHT, (3) MIRRORS AND PRISMS, (4) LENSES, (5) BASIC OPTICAL SYSTEMS, (6) DESIGN AND CONSTRUCTION, (7) MAINTENANCE PROCEDURES, (8) MACHINE TOOL OPERATION, (9) TELESCOPES, (10) NAVIGATION INSTRUMENTS, (11) BINOCULARS, (12) SUBMARINE PERISCOPES, AND (13) NIGHT VISION SIGHTS. PICTURES AND DRAWINGS ARE USED EXTENSIVELY AS ILLUSTRATIONS. (GEB)

VT 014 007
CLARK, RAYMOND M., AND OTHERS
SOURCE UNITS FOR PLANT SCIENCE. AGRICULTURAL EDUCATION SOURCE UNITS NUMBER 3: PLANT SCIENCE.

MICHIGAN STATE UNIV., EAST LANSING. BUREAU OF EDUCATIONAL RESEARCH.
MF AVAILABLE IN VT-ERIC SET.
EDUCATIONAL PUBLICATION SERVICES, COLLEGE OF EDUCATION, MICHIGAN STATE UNIVERSITY,
ERICKSON HALL, EAST LANSING, MICHIGAN 48823
($1.50)
PUB DATE - JUL67 55P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RESOURCE UNITS; OCCUPATIONAL INFORMATION; OFF FARM AGRICULTURAL OCCUPATIONS; AGRICULTURAL EDUCATION; *PLANT SCIENCE; *TEACHING TECHNIQUES; SUPERVISED FARM PRACTICE; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES

ABSTRACT - DESIGNED FOR STUDENTS AT THE NINTH GRADE LEVEL, THESE SOURCE UNITS IN APPLIED PLANT SCIENCE WERE DEVELOPED TO ASSIST TEACHERS IN PRESENTING BASIC PRINCIPLES OF AGRICULTURAL CROP PRODUCTION AND IN DEVELOPING UNDERSTANDINGS AND ABILITIES RELATED TO BOTH PRODUCTION AGRICULTURE AND OFF-FARM AGRICULTURAL OCCUPATIONS. EACH UNIT INCLUDED IN THIS TEACHING GUIDE PROVIDES A SUBJECT-MATTER OUTLINE, OBJECTIVES, PRINCIPLES OF AGRICULTURAL CROP PRODUCTION, PROBLEMS AND QUESTIONS AND SUGGESTED ACTIVITIES TO DEMONSTRATE VARIOUS PRINCIPLES. WITH EMPHASIS PLACED ON LEARNING-BY-DOING, CLASSROOM INSTRUCTION IS COMBINED WITH LABORATORY DEMONSTRATIONS AND PRACTICAL EXPERIENCES THROUGH THE USE OF THE HOME FARM, FARM PLACEMENT, THE LAND LABORATORY, FOREST, GREENHOUSE, AND NURSERY. AMONG THE 10 UNITS FOUND IN THIS TEACHING GUIDE ARE: (1) CONDITIONS AFFECTING AGRICULTURAL CROP PRODUCTION, (2) GERMINATION AND STORAGE OF SEEDS, (3) NUTRITION OF AGRICULTURAL PLANTS, (4) PLANT IMPROVEMENT, AND (5) OCCUPATIONAL OPPORTUNITIES IN PLANT SCIENCE. A BIBLIOGRAPHY IS ALSO INCLUDED. (JS)

VT 014 008
CLARK, RAYMOND M., AND OTHERS
SOURCE UNITS FOR THE BEEF ENTERPRISE. AGRICULTURAL EDUCATION SOURCE UNITS NUMBER 4: THE BEEF ENTERPRISE.

MICHIGAN STATE UNIV., EAST LANSING. EDUCATIONAL PUBLICATION SERVICES.
MF AVAILABLE IN VT-ERIC SET.
EDUCATIONAL PUBLICATION SERVICES, COLLEGE OF EDUCATION, MICHIGAN STATE UNIVERSITY,
ERICKSON HALL, EAST LANSING, MICHIGAN 48823
($1.50)
PUB DATE - SEP67 52P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; *RESOURCE UNITS; OCCUPATIONAL INFORMATION; AGRICULTURAL EDUCATION; EDUCATIONAL OBJECTIVES; *TEACHING TECHNIQUES; BIBLIOGRAPHIES; *ANIMAL SCIENCE; LIVESTOCK; AGRIBUSINESS; AGRICULTURAL PRODUCTION; OFF FARM AGRICULTURAL OCCUPATIONS
IDENTIFIERS - BEEF INDUSTRY

ABSTRACT - DEVELOPED THROUGH COOPERATIVE EFFORTS OF THE AGRICULTURAL EDUCATION SERVICE AND THE COLLEGE OF AGRICULTURE, THIS TEACHING GUIDE INCLUDES NINE UNITS ON THE BASIC KNOWLEDGE AND PRINCIPLES OF PROFITABLE BEEF PRODUCTION. THE FORMAT OF THE SOURCE UNITS PROVIDES PRINCIPLES, OBJECTIVES, QUESTIONS, PROBLEMS, AND SUGGESTED ACTIVITIES. TOPICS OF THE UNITS ARE: (1) MANAGING THE COMMERCIAL BEEF COW HERD, (2) IMPROVING PRODUCTION AND QUALITY THROUGH SELECTION AND PRODUCTION TESTING, (3) ARTIFICIAL INSEMINATION, (4) CATTLE FEEDING MANAGEMENT, (5) FEEDER CALF PRODUCTION, (6) MARKETING FEEDER CATTLE, (7) FEED LOT PLANNING, (8) HEALTH AND SANITATION, AND (9) BEEF INDUSTRY OCCUPATIONS. ALSO INCLUDED ARE A BIBLIOGRAPHY AND A LIST OF REFERENCE MATERIALS. (JS)

VT 014 009
CLARK, RAYMOND M.; SHEPPARD, CHARLES
SOURCE UNITS FOR THE POULTRY INDUSTRY. AGRICULTURAL EDUCATION SOURCE UNITS NUMBER 5: THE POULTRY INDUSTRY.

MICHIGAN STATE UNIV., EAST LANSING. EDUCATIONAL PUBLICATION SERVICES.
MF AVAILABLE IN VT-ERIC SET.
EDUCATIONAL PUBLICATION SERVICES, COLLEGE OF EDUCATION, MICHIGAN STATE UNIVERSITY,
ERICKSON HALL, EAST LANSING, MICHIGAN 48823
($1.50)
PUB DATE - SEP67 38P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *RESOURCE UNITS; OCCUPATIONAL INFORMATION; OFF FARM AGRICULTURAL OCCUPATIONS; *TEACHING TECHNIQUES; BIBLIOGRAPHIES; *ANIMAL SCIENCE; AGRICULTURAL EDUCATION; AGRIBUSINESS; AGRICULTURAL PRODUCTION
IDENTIFIERS - POULTRY INDUSTRY

ABSTRACT - PREPARED FOR USE AS A TEACHING GUIDE, THESE SOURCE UNITS WERE PLANNED TO HELP STUDENTS DEVELOP AN AWARENESS OF THE TOTAL POULTRY INDUSTRY AND TO DISCOVER THE ABILITIES NEEDED BY WORKERS IN THE NON-FARM ASPECTS OF THE INDUSTRY. THE SEVEN UNITS INCLUDED IN THIS SERIES REPRESENT THE MOST IMPORTANT UNDERSTANDINGS AND ABILITIES NEEDED BY BOTH PRODUCERS AND BEGINNING WORKERS AND COVER TOPICS ON: (1) OCCUPATIONS IN THE POULTRY INDUSTRY, (2) FEEDING THE LAYING FLOCK, (3) HOUSING AND PRODUCTION EQUIPMENT FOR THE LAYING FLOCK, (4) KEEPING THE POULTRY FLOCK HEALTHY, (5) BROILER PRODUCTION, (6) PRODUCING QUALITY EGGS, AND (7) ESTABLISHMENT IN THE POULTRY ENTERPRISE. THE COLOR-CODED UNITS ALSO PROVIDE OBJECTIVES, PROBLEMS, QUESTIONS, AND STUDENT ACTIVITIES. A BIBLIOGRAPHY AND A LIST OF SUPPLEMENTAL MATERIALS ARE APPENDED. (JS)

VT 014 010
CLARK, RAYMOND M., AND OTHERS
SOURCE UNITS IN ANIMAL SCIENCE. AGRICULTURAL EDUCATION SOURCE UNITS NUMBER 6: ANIMAL SCIENCE.

MICHIGAN STATE UNIV., EAST LANSING. BUREAU OF EDUCATIONAL RESEARCH.
MF AVAILABLE IN VT-ERIC SET.
EDUCATIONAL PUBLICATION SERVICES, COLLEGE OF EDUCATION, MICHIGAN STATE UNIVERSITY, ERICKSON HALL, EAST LANSING, MICHIGAN 48823
PUB DATE - APR68 71P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *TEACHING GUIDES; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; *RESOURCE UNITS; *ANIMAL SCIENCE; *TEACHING TECHNIQUES; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES; EDUCATIONAL OBJECTIVES; OFF FARM AGRICULTURAL OCCUPATIONS; SUPERVISED FARM PRACTICE; LIVESTOCK

ABSTRACT - PREPARED AS A TEACHING GUIDE, THESE SOURCE UNITS IN APPLIED ANIMAL SCIENCE WERE DEVELOPED TO ASSIST TEACHERS IN PRESENTING BASIC PRINCIPLES OF LIVESTOCK PRODUCTION AND TO DEVELOP UNDERSTANDINGS AND ABILITIES RELATED TO BOTH PRODUCTION AGRICULTURE AND OFF-FARM AGRICULTURAL OCCUPATIONS. DESIGNED FOR STUDENTS AT THE NINTH OR TENTH GRADE LEVEL, THE GUIDE CONSISTS OF A SERIES OF UNITS WITH EACH UNIT INCLUDING A SUBJECT-MATTER OUTLINE, OBJECTIVES, PRINCIPLES OF LIVESTOCK PRODUCTION, PROBLEMS AND QUESTIONS, AND SUGGESTED ACTIVITIES. THE UNITS COMBINE CLASSROOM INSTRUCTION WITH LABORATORY DEMONSTRATIONS AND THE USE OF THE HOME FARM, THE LAND LABORATORY, AND PLACEMENT FOR OCCUPATIONAL EXPERIENCE. THE 10 UNITS COVER TOPICS SUCH AS: (1) THE IMPORTANCE OF ANIMALS IN THE ECONOMY, (2) ANIMALS FOR MILK, EGG AND MEAT PRODUCTION, (3) ANIMAL NUTRITION, (4) ANIMAL BREEDING: PRODUCTION RECORDS, AND (5) CAREERS IN ANIMAL INDUSTRIES. A BIBLIOGRAPHY INCLUDING BOOKS, BULLETINS, MIMEOS, AND VISUAL MATERIALS IS INCLUDED FOR THE TEACHER'S USE. (AUTHOR/JS)

VT 014 013
ANGEL, ROYCE JAY, AND OTHERS
GUIDE FOR TEACHING COOPERATIVE DISTRIBUTIVE EDUCATION I, COURSE OF STUDY.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF PUBLIC INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 283P.DEVELOPMENTS OF A WORKSHOP (NORTH CAROLINA STATE UNIV., RALEIGH, JUNE 1971).

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING TECHNIQUES; CLASS ORGANIZATION; TRANSPARENCIES; *STUDENT PROJECTS; *EDUCATIONAL OBJECTIVES; SCHOOL INDUSTRY RELATIONSHIP; SALESMANSHIP; MARKETING; COOPERATIVE EDUCATION; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A WORKSHOP OF DISTRIBUTIVE EDUCATION (DE) TEACHER-COORDINATORS, THIS TEACHING GUIDE SHOULD PROVE VALUABLE IN DEVELOPING A FIRST YEAR DE PROGRAM. ARRANGED IN OUTLINE FORMAT, THE FIVE UNITS OF THE GUIDE ARE: (1) SCHOOL AND BUSINESS RELATIONSHIPS, (2) BASIC SALESMANSHIP, (3) SALES SUPPORTING ACTIVITIES, (4) SALES PROMOTION, (5) AND ORGANIZATION FOR MARKETING. IN ADDITION TO OUTLINING TOPICS TO BE DISCUSSED, TEACHING TIME, TEACHING TECHNIQUES, EDUCATIONAL OBJECTIVES, AND REFERENCES ARE SUGGESTED THROUGHOUT THE GUIDE. ALSO INCLUDED ARE OTHER TEACHING AIDES SUCH AS "HOW TO ANALYZE ATTITUDES," CASE STUDIES, PROJECTS, CHARTS, AND TRANSPARENCY MASTERS. A GUIDE FOR DE II IS AVAILABLE IN THIS ISSUE AS VT 014 014. (JS)

VT 014 014
ANGEL, ROYCE JAY, AND OTHERS
GUIDE FOR TEACHING COOPERATIVE DISTRIBUTIVE EDUCATION II, COURSE OF STUDY.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF PUBLIC INSTRUCTION.
MF AVAILABLE IN VT_ERIC SET.
PUB DATE - 71 295P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; LEADERSHIP TRAINING; *MERCHANDISING; *TEACHING TECHNIQUES; CLASS ORGANIZATION; *STUDENT PROJECTS; EDUCATIONAL OBJECTIVES; SALESMANSHIP; TRANSPARENCIES; COOPERATIVE EDUCATION; SECONDARY EDUCATION

ABSTRACT - PREPARED DURING A 2-YEAR PERIOD BY DISTRIBUTIVE EDUCATION (DE) TEACHERS FROM NORTH CAROLINA, THIS TEACHING GUIDE SHOULD PROVE VALUABLE IN DEVELOPING THE SECOND YEAR OF PROGRAM. ARRANGED IN OUTLINE FORMAT, THE FIVE UNITS OF THE GUIDE ARE: (1) LEADERSHIP DEVELOPMENT, (2) COMMUNICATIONS IN BUSINESS, (3) ECONOMICS IN BUSINESS, (4) MERCHANDISING, AND (5) CREATIVE SALESMANSHIP. IN ADDITION TO OUTLINING TOPICS TO BE DISCUSSED, TEACHING TIME, TEACHING TECHNIQUES, EDUCATIONAL OBJECTIVE, AND REFERENCES ARE SUGGESTED THROUGHOUT THE GUIDE. ALSO INCLUDED ARE OTHER TEACHING AIDS SUCH AS CASE STUDIES, STUDENT PROJECTS, CHARTS, AND TRANSPARENCY MASTERS. A GUIDE FOR DE I IS AVAILABLE IN THIS ISSUE AS VT 014 013. (JS)

VT 014 017
FOOD SERVICE.

MISSISSIPPI STATE UNIV., STATE COLLEGE.
CURRICULUM COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($1.25)
PUB DATE - JAN69 42P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING TECHNIQUES; *TEACHING GUIDES; *ADULT EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; FOOD SERVICE; FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED AS AN ADULT REFRESHER COURSE, THIS TEACHING GUIDE CAN BE USED TO MAKE PARTICIPANTS AWARE OF THE IMPORTANCE OF THEIR JOBS AND TO PROVIDE INFORMATION WITH WHICH TO IMPROVE THEIR ON-THE-JOB PERFORMANCE. ARRANGED IN OUTLINE FORMAT THE GUIDE INCLUDES FIVE 2-HOUR SESSIONS ON SUCH TOPICS AS: (1) INTRODUCTION TO FOOD SERVICE, (2) SANITATION, (3) GREETING, SEATING, AND PRESENTING THE MENU, (4) PROPER SERVICE, AND (5) COMPLETING THE SERVICE. EACH UNIT, OR SESSION ALSO HAS REFERENCES, NEEDED MATERIALS, TEACHING TECHNIQUES, AND A SUMMARY. THE APPENDIX PROVIDES A LIST OF VISUAL AIDS AND THEIR SOURCES AND SUPPLEMENTARY MATERIALS. (JS)

VT 014 024
SEWING-MACHINE OPERATOR: REGULAR EQUIPMENT (GARMENT).

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-37
DIVISION OF EMPLOYMENT SECURITY, BUREAU OF RESEARCH AND STATISTICS, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - OCT67 17P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *SEWING MACHINE OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS SEWING MACHINE OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SEWING MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, EVENING SCHOOLS, AND COOPERATIVE AND VOCATIONS PROGRAM IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 025
CHEMICAL OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-36
DIVISION OF EMPLOYMENT SECURITY, BUREAU OF RESEARCH AND STATISTICS, LABOR AND INDUSTRY BUILDING, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP67 15P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CHEMICAL INDUSTRY; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *CHEMICAL OPERATORS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS CHEMICAL OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CHEMICAL OPERATOR IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 026
REAL ESTATE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-69
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP70 20P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *REAL ESTATE OCCUPATIONS; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; SALES OCCUPATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE REAL ESTATE SALESMAN OCCUPATION. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1)

THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) PROFESSIONAL ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A REAL ESTATE SALESMAN INCLUDING ON-THE-JOB TRAINING, AND LICENSING REQUIREMENTS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 027
BEAUTICIAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-68
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP70 21P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *COSMETOLOGISTS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE BEAUTICIAN OCCUPATIONS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BEAUTICIAN INCLUDING PRIVATE SCHOOL AND VOCATIONAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 028
TELEVISION SERVICE AND REPAIRMAN (ALSO KNOWN AS TELEVISION AND RADIO SERVICE TECHNICIAN).

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-49
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP68 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *TELEVISION REPAIRMEN; ELECTRICAL APPLIANCE SERVICEMEN; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS TELEVISION SERVICE AND REPAIRMEN. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A TELEVISION SERVICE AND REPAIRMAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, TECHNICAL SCHOOLS, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 029
LICENSED PRACTICAL NURSE.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-48
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - AUG68 17P.

DESCRIPTORS - *PRACTICAL NURSES; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; *HEALTH OCCUPATIONS EDUCATION; JOB TRAINING; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE LICENSED PRACTICAL NURSE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A LICENSED PRACTICAL NURSE INCLUDING HOSPITAL TRAINING SCHOOLS AND PUBLIC SCHOOLS COURSES IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 030
COOK; HOTEL AND RESTAURANT.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-47
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUL68 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *COOKS; *FOOD SERVICE OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS COOKING FOR HOTELS AND RESTAURANTS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A COOK INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 031
SECRETARY.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-46
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *SECRETARIES; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATION NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE POSITION OF SECRETARY. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SECRETARY INCLUDING HIGH SCHOOL AND PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 033
BUILDING MAINTENANCE MAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-44
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 15P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *BUILDING; *MAINTENANCE; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; BUILDING MAINTENANCE MEN

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS BUILDING MAINTENANCE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BUILDING MAINTENANCE MAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 034
ELECTRICAL APPLIANCE SERVICEMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-43
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *ELECTRICAL APPLIANCE SERVICEMEN; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS ELECTRICAL APPLIANCE SERVICING. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN ELECTRICAL APPLIANCE SERVICEMAN

INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 035
CLERK-TYPIST.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-42
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - FEB68 16P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *TYPISTS; *CLERICAL WORKERS; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; OFFICE OCCUPATIONS EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CLERK-TYPIST. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CLERK-TYPIST INCLUDING ON-THE-JOB TRAINING, PRIVATE BUSINESS SCHOOLS, AND EVENING COURSES IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 036
AIR CONDITIONING MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-41
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - FEB68 19P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *AIR CONDITIONING; MECHANICAL EQUIPMENT; *APPLIANCE SERVICE TECHNICIANS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS AIR CONDITIONER SERVICING AND REPAIR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS; (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN AIR CONDITIONING MECHANIC INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 037
CABINETMAKER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-40
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - DEC67 17P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CABINETMAKING; WOODWORKING; PLASTICS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CABINETMAKING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CABINETMAKER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 038
UPHOLSTERER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-39
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - DEC67 18P.

DESCRIPTORS - *FURNITURE INDUSTRY; *JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; TRADE AND

INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *UPHOLSTERER

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE UPHOLSTERING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN UPHOLSTERER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND, VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 039
PAINTER, CONSTRUCTION.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-38
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV67 19P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *PAINTING; *CONSTRUCTION INDUSTRY; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CONSTRUCTION PAINTING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PAINTER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 040
COMPUTER OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-35
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUL67 17P.

DESCRIPTORS - *BUSINESS EDUCATION; *JOB TRAINING; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *DATA PROCESSING OCCUPATIONS; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; OFFICE OCCUPATIONS EDUCATION; COMPUTER SCIENCE EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE COMPUTER OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A COMPUTER OPERATOR INCLUDING ON-THE-JOB TRAINING, PUBLIC SCHOOLS AND BUSINESS MACHINE SCHOOLS, AND TECHNICAL INSTITUTES IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 041
OFFSET PRESSMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN67 21P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *PRINTING; *MACHINE TOOL OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *OFFSET PRESS OPERATORS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE OPERATION OF AN OFFSET PRESS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN OFFSET PRESSMAN INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 042
TABULATING MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY,
TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-33
DIVISION OF PLANNING AND RESEARCH, LABOR AND
INDUSTRY BUILDING, P. O. BOX 359, TRENTON,
NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN67 17P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OFFICE MACHINES; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; *OCCUPATIONAL GUIDANCE
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO TABULATING MACHINE OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOUS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A TABULATING MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, PUBLIC HIGH SCHOOLS, AND BUSINESS MACHINES SCHOOLS IS GIVEN. SOURCES OF ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 043
CYLINDER--PRESS MAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY,
TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-32
DIVISION OF PLANNING AND RESEARCH, LABOR AND
INDUSTRY BUILDING, P. O. BOX 359, TRENTON,
NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - MAY67 19P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *PRINTING; *MACHINE TOOL OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *CYLINDER-PRESS OPERATORS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CYLINDER-PRESS OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CYLINDER-PRESS OPERATOR INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 044
PROGRAMMER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY,
TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-31
DIVISION OF PLANNING AND RESEARCH, LABOR AND
INDUSTRY BUILDING, P. O. BOX 359, TRENTON,
NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - APR67 17P.

DESCRIPTORS - *COMPUTER SCIENCE EDUCATION; JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *COMPUTER PROGRAMS
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS COMPUTER PROGRAMMING. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PROGRAMMER INCLUDING INFORMATION REGARDING COLLEGES, BUSINESS SCHOOLS, AND TECHNICAL INSTITUTES IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 045
AUTOMOBILE PAINTER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY,
TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-30
DIVISION OF PLANNING AND RESEARCH, LABOR AND
INDUSTRY BUILDING, P. O. BOX 359, TRENTON,
NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JAN67 15P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *AUTO BODY REPAIRMEN; *PAINTING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR

GUIDE CONCERNS THE AUTOMOBILE PAINTING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN AUTOMOBILE PAINTER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND HIGH SCHOOL AND VOCATIONAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 046
MACHINE SET-UP OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-20
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - MAR66 13P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *MACHINE TOOL OPERATORS; MACHINISTS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *MACHINE SET UP OPERATORS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE MACHINE SET-UP OPERATOR TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK; (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED; (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MACHINE SET-UP OPERATOR INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 047
CONSTRUCTION CARPENTER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-68
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUL71 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CARPENTERS; *CONSTRUCTION INDUSTRY; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS CONSTRUCTION CARPENTERS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CONSTRUCTION CARPENTER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 048
PRODUCTION MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-67
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - AUG70 24P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *MACHINE TOOL OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS PRODUCTION MACHINE OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PRODUCTION MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, SCHOOL COURSES, AND COOPERATIVE AND VOCATIONAL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 049
MACHINE PRESSER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-66

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUL70 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CLOTHING MAINTENANCE SPECIALISTS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *MACHINE PRESSER; GARMENT PRESSING

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS GARMENT PRESSING BY MACHINE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MACHINE PRESSER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 050
SHIPPING CLERK.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-65
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - MAR70 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CLERICAL WORKERS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *SHIPPING CLERK

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS SHIPPING CLERKS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SHIPPING CLERK INCLUDING ON-THE-JOB TRAINING AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 051
SALES CLERK AND SALESPERSON.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-64
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JAN70 18P.

DESCRIPTORS - *BUSINESS EDUCATION; JOB TRAINING; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL GUIDANCE; *VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; ADULT EDUCATION; *SALES OCCUPATIONS
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE SALES CLERK AND SALESPERSON. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SALES CLERK INCLUDING ON-THE-JOB TRAINING, ADULT PROGRAMS AND GOVERNMENT FINANCED PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 052
INSURANCE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-63
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - DEC69 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *SALES OCCUPATIONS; *INSURANCE OCCUPATIONS; BUSINESS EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS INSURANCE SALESMEN. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND PROFESSIONAL ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN INSURANCE

SALESMAN INCLUDING ON-THE-JOB TRAINING AND LICENSING REQUIREMENTS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 053
ELECTRONICS MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-62
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - DEC69 16P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *ELECTRONIC TECHNICIANS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS ELECTRONICS MECHANICS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN ELECTRONICS MECHANIC INCLUDING TECHNICAL INSTITUTE PROGRAMS, AND COLLEGE OR MILITARY SERVICE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 054
GENERAL OFFICE CLERK.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-61
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - OCT69 20P.

DESCRIPTORS - *BUSINESS EDUCATION; JOB TRAINING; *OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; *CLERICAL WORKERS; *OFFICE OCCUPATIONS EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE GENERAL OFFICE CLERK. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A GENERAL OFFICE CLERK INCLUDING ON-THE-JOB TRAINING, EVENING COURSES AND GOVERNMENT FINANCED PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED.

VT 014 055
WAITER-WAITRESS.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-60
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP69 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *FOOD SERVICE OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; WAITERS; WAITRESSES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE WAITER AND WAITRESS OCCUPATIONS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED B INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND 9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A WAITER OR WAITRESS INCLUDING ON-THE-JOB TRAINING, AND HIGH SCHOOL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 056
CHEMICAL LABORATORY TECHNICIAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-56
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - MAR69 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CHEMICAL TECHNICIANS; LABORATORIES; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS CHEMICAL LABORATORY TECHNICIANS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CHEMICAL LABORATORY TECHNICIAN INCLUDING ON-THE-JOB TRAINING, COLLEGE PROGRAMS, AND HIGH SCHOOL AND TECHNICAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 057
MAINTENANCE MECHANIC.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-55
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JAN69 18P.

DESCRIPTORS - JOB TRAINING; OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; *EQUIPMENT MAINTENANCE; *MECHANICS (PROCESS); TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE MAINTENANCE MECHANIC TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MAINTENANCE MECHANIC INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 058
ROOFER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-54
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV68 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *ROOFERS; ROOFING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE ROOFING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A ROOFER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 059
ELECTRONICS ASSEMBLER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-53
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV68 14P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *ELECTRONICS INDUSTRY; *ASSEMBLY (MANUFACTURING); TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE ELECTRONICS ASSEMBLING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN ELECTRONICS ASSEMBLER INCLUDING ON-THE-JOB TRAINING, GOVERNMENT FINANCED PROGRAMS, AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 060
CASHIER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-52
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV68 14P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY; CASHIERS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CASHIER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CASHIER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 061
BOOKKEEPING-MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-51
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV68 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE: *OFFICE MACHINES; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; BOOKKEEPING
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE BOOKKEEPING MACHINE OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BOOKKEEPING-MACHINE OPERATOR INCLUDING THE PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 062
BOOKKEEPER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-50
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP68 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *OFFICE OCCUPATIONS EDUCATION; *BOOKKEEPING; ACCOUNTING; INFORMATION SOURCES; EDUCATIONAL NEEDS; VOCATIONAL COUNSELING; EMPLOYMENT OPPORTUNITIES; JOB TRAINING
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE BOOKKEEPER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BOOKKEEPER INCLUDING ON-THE-JOB TRAINING, HIGH SCHOOLS, EVENING COURSES, AND PRIVATE BUSINESS SCHOOLS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 067
WOODIN, RALPH J., ED., AND OTHERS
CONSUMER EDUCATION IN AGRICULTURE. THE VOCATIONAL AGRICULTURE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *CONSUMER EDUCATION; *CONSUMER ECONOMICS; *AGRIBUSINESS; *SECONDARY GRADES

ABSTRACT - DEVELOPED BY VOCATIONAL AGRICULTURE TEACHERS WITH THE AID OF STATE AGRICULTURAL EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL VOCATIONAL AGRICULTURE CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. CONTENTS INCLUDE SIX UNITS, COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER

ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES, WITH UNITS SET UP IN AN OUTLINE FORMAT CONSISTING OF OBJECTIVES, CONCEPTS, GRADE LEVEL, SUGGESTED LEARNING AND EVALUATION EXPERIENCES, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A SELECTED BIBLIOGRAPHY IS PROVIDED AND SUGGESTED TEACHING PLANS FOR SEVEN AREAS OF CONSUMER EDUCATION IN AGRICULTURE ARE APPENDED. (AW)

VT 014 115
FACINELLI, JAMES W.
SOURCE UNIT IN BREEDING BEEF PRODUCTION.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 35P.

DESCRIPTORS - RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *TEACHING GUIDES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; AGRICULTURAL PRODUCTION; ANIMAL SCIENCE; MEAT
IDENTIFIERS - BEEF PRODUCTION

ABSTRACT - DEVELOPED BY A GRADUATE STUDENT, THIS SOURCE UNIT WAS PREPARED AS A GUIDE TO HELP VOCATIONAL AGRICULTURE TEACHERS ANALYZE THE AREA OF BREEDING BEEF PRODUCTION AND TO ORGANIZE LESSON UNITS FOR INSTRUCTION. SUGGESTED OBJECTIVES, MOTIVATIONAL TECHNIQUES, STUDY GUIDES, AND PLANS OF ACTION ARE INCLUDED. (BH)

VT 014 120
SHIPFITTER 3 AND 2. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10595-B
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($3.25; D 208.11:SH 6/6/970)
PUB DATE - 70 428P.1970 REVISION

DESCRIPTORS - MILITARY TRAINING; SKILL DEVELOPMENT; VOCATIONAL EDUCATION; *QUALIFICATIONS; *STUDY GUIDES; REFERENCE MATERIALS; TEACHING GUIDES; TEXTBOOKS; *SKILLED WORKERS; *METALS; WELDING; SHEET METAL WORK; *TRADE AND INDUSTRIAL EDUCATION; MILITARY PERSONNEL
IDENTIFIERS - *SHIPFITTER RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS INTENDED TO SERVE AS AN AID FOR MEN WHO ARE SEEKING THE THEORETICAL KNOWLEDGE AND OPERATIONAL SKILLS REQUIRED OF CANDIDATES FOR ADVANCEMENT TO SHIPFITTER 3 AND 2. INCLUDED IN THE 16 CHAPTERS ARE: (1) METALS AND ALLOYS, (2) METAL ARC AND OXYACETYLENE WELDING, (3) CUTTING, SOLDERING, AND FORGING, (4) STRUCTURAL STEEL FABRICATION, (5) PIPEFITTING MATERIALS, (6) PIPING SYSTEM REPAIRS, AND (7) DAMAGE CONTROL. THE DOCUMENT IS ILLUSTRATED EXTENSIVELY WITH PICTURES AND DRAWINGS. (GEB)

VT 014 122
AVIATION ELECTRICIAN'S MATE 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C. BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10349-C
U.S. GOVERNMENT PRINTING OFFICE, SUPERINTENDENT OF DOCUMENTS, WASHINGTON, D.C. 20402 ($3.25;D 208.11:AV 5/19/971)
PUB DATE - 71 443P.

DESCRIPTORS - MILITARY TRAINING; *QUALIFICATIONS; *ELECTRICIANS; *SKILLED WORKERS; SKILL DEVELOPMENT; ELECTRICITY; *VOCATIONAL EDUCATION; NAVIGATION; STUDY GUIDES; REFERENCE MATERIALS; MATHEMATICAL APPLICATIONS; TEXTBOOKS; TEACHING GUIDES; *MANUALS; TRADE AND INDUSTRIAL EDUCATION; MILITARY PERSONNEL
IDENTIFIERS - *ELECTRICIANS MATE RATINGS

ABSTRACT - DEVELOPED BY THE UNITED STATES NAVY, THIS MANUAL IS ONE OF A SERIES PREPARED ESPECIALLY FOR ENLISTED PERSONNEL OF THE NAVY AND NAVAL RESERVE WHO ARE PREPARING FOR ADVANCEMENT TO AEL AND AEC. OF THE 14 CHAPTERS, 13 ARE CONCERNED WITH THE TECHNICAL ASPECTS OF THE AE RATING. INCLUDED IN THE CHAPTERS ARE: (1) SUPPLY AND PUBLICATIONS, (2) ALTERNATING-CURRENT MACHINERY, (3) AIRCRAFT COMPASS SYSTEMS, (4) INERTIAL NAVIGATION, (5) PROPELLER SYNCHRONIZATION, AND (6) TEST EQUIPMENT. THE DOCUMENT IS ILLUSTRATED WITH PICTURES AND DRAWINGS. A LIST OF ELECTRONIC SYMBOLS, THE GREEK ALPHABET, CHARTS ILLUSTRATING ELECTRICAL/MATHEMATICAL RELATIONSHIPS, TRIGONOMETRIC FUNCTIONS, AND A TABLE OF NATURAL SINES, COSINES, AND TANGENTS ARE APPENDED. (GEB)

VT 014 129 ED 055 251
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), FALL 1971.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58
ERIC CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION, THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, THE OHIO STATE UNIVERSITY, 1900 KENNY ROAD COLUMBUS, OHIO 43210. (QUARTERLY-$11 FOR ONE YEAR; $18 FOR TWO YEARS)
PUB DATE - 71 124P.

DESCRIPTORS - *ABSTRACTS; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; *INDEXES (LOCATERS)

ABSTRACT - THIS QUARTERLY PUBLICATION

ANNOUNCES THE AVAILABILITY OF INSTRUCTIONAL MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. IT SHOULD BE OF PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS, SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS USED TO DEVELOP THE MATERIAL, THE SETTING FOR USE OF THE MATERIAL, AND SOURCE OF AVAILABLE COPIES. AUTHOR, SUBJECT, AND DOCUMENT NUMBER INDEXES PROVIDE ENTRY TO THE ABSTRACTS. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION," ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENTS REPRODUCTION SERVICE (VT 014 237). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 014 130
IMPROVEMENT PROJECTS IN VOCATIONAL AGRICULTURE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-.40/24
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210
PUB DATE - SEP71 16P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *IMPROVEMENT PROGRAMS; *TEACHER ROLE; *STUDENT PROJECTS; CLASSROOM GUIDANCE PROGRAMS; RECORDS (FORMS); EVALUATION NEEDS; OCCUPATIONAL INFORMATION

ABSTRACT - PREPARED BY AN AGRICULTURAL DEPARTMENT, THIS PUBLICATION IS INTENDED TO HELP TEACHERS TO MAKE IMPROVEMENT PROJECTS MORE MEANINGFUL TO THEIR STUDENTS. ANSWERS TO SOME COMMON QUESTIONS OF TEACHERS ON IMPROVEMENT PROJECTS ARE PROVIDED, AND CONSIDERATION IS GIVEN TO GUIDING STUDENTS AS THEY SELECT, PLAN, CARRY OUT AND EVALUATE SUCH PROJECTS. THE CONTENTS ARE LISTED UNDER SIX MAJOR HEADINGS: (1) THE IMPORTANCE OF IMPROVEMENT PROJECTS; (2) GUIDING STUDENTS IN THE SELECTION OF IMPROVEMENT PROJECTS, (3) ASSISTING STUDENTS IN PLANNING FOR IMPROVEMENT PROJECTS, (4) SUPERVISING IMPROVEMENT PROJECTS, (5) HELPING STUDENTS KEEP APPROPRIATE RECORDS IN IMPROVEMENT PROJECTS, AND (6) EVALUATING IMPROVEMENT PROJECTS. (GEB)

VT 014 131
LUDWIG, AMBER C.
PORTABLE APPLIANCES: THEIR SELECTION, USE AND CARE.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES
MF AVAILABLE IN VT_ERIC SET.
ASSOCIATION-STERLING FILMS, INC., 512 BURLINGTON AVENUE, LAGRANGE, ILLINOIS 60525 ($5.00)
PUB DATE - 71 177P.

DESCRIPTORS - *RESOURCE MATERIALS; *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; ILLUSTRATIONS; STUDY GUIDES; *AUDIOVISUAL AIDS; TRANSPARENCIES; *TEACHING GUIDES; INSTRUCTIONAL AIDS
IDENTIFIERS - *PORTABLE APPLIANCES

ABSTRACT - THIS PUBLICATION WAS PREPARED THROUGH THE EFFORTS OF SEARS, ROEBUCK AND COMPANY CONSUMER INFORMATION SERVICES TO SERVE AS A COMPREHENSIVE RESOURCE MANUAL AND SOURCE OF VISUAL AIDS FOR HOME FURNISHINGS, MANAGEMENT, AND EQUIPMENT SPECIALISTS AND INSTRUCTORS, AND CONSUMER EDUCATORS PRESENTING CONSUMER EDUCATION PROGRAMS. CONTENTS PROVIDE GENERAL INFORMATION ON SUCH SUBJECTS AS ADEQUATE ELECTRICAL WIRING, WATTAGE REQUIREMENTS, ELECTRICAL TERMS, AND APPLIANCE SAFETY, FOLLOWED BY BRIEF COLOR-ILLUSTRATED DESCRIPTIONS FOR 35 PORTABLE APPLIANCES, INCLUDING POINTS TO CONSIDER WHEN BUYING, USING, AND CARING FOR EACH APPLIANCE. THE FINAL SECTION OF THE MANUAL IS A STUDY GUIDE PRESENTING: (1) CONCEPTS AND GENERALIZATIONS TO BE DEVELOPED, SUGGESTED LEARNING EXPERIENCES, DISCUSSION QUESTIONS, AND CLASSROOM ACTIVITIES AND ASSIGNMENTS, (2) A LISTING OF SUPPLEMENTARY MATERIALS AND MATERIAL SOURCES, AND (3) ILLUSTRATIONS WHICH MAY BE USED TO PRODUCE TRANSPARENCIES FOR OVERHEAD PROJECTION. (AW)

VT 014 137
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING ANIMAL SCIENCE IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP70 75P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *ANIMAL SCIENCE; OCCUPATIONAL INFORMATION; WORK EXPERIENCE; LIVESTOCK

ABSTRACT - ONE OF 10 COURSE OF STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND AUTHORS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING ANIMAL SCIENCE IN VOCATIONAL AGRICULTURE. TWELVE OF THE 13 INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND SUGGESTED EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS, PREPARE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) STUDYING THE ANATOMY AND PHYSIOLOGY OF FARM ANIMALS, (2) BREEDING LIVESTOCK--GENETIC FACTORS, (3) MANAGING LIVESTOCK AND KEEPING RECORDS, (4) PROVIDING WORK EXPERIENCE, AND (5) FFA ACTIVITIES AND PARTICIPATION. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ON LEADERSHIP DEVELOPMENT AND RECORD KEEPING.

RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 138 THROUGH VT 014 144. (GEB)

VT 014 138
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING PLANT AND SOIL SCIENCE IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 73P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *PLANT SCIENCE; *SOIL SCIENCE

ABSTRACT - ONE OF 10 COURSE OF STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING PLANT AND SOIL SCIENCE IN VOCATIONAL AGRICULTURE. ELEVEN OF THE 12 INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND SUGGESTED EVALUATION PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS, PREPARE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) LAND JUDGING, (2) PRODUCING FORAGE CROPS, (3) IDENTIFYING AND JUDGING CROP PLANTS AND SEEDS, AND (4) USING CHEMICALS IN AGRICULTURE. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ON LEADERSHIP DEVELOPMENT AND RECORD KEEPING. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137, AND VT 014 139 THROUGH VT 014 144. (GEB)

VT 014 139
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING AGRICULTURAL MECHANICS SKILLS IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 107P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *FARM MECHANICS (OCCUPATION); MECHANICAL SKILLS; METALS; ENGINEERING DRAWING; HAND TOOLS; MACHINE TOOLS

ABSTRACT - ONE OF 10 COURSE STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING AGRICULTURAL MECHANICS SKILLS IN VOCATIONAL AGRICULTURE. THE 12 INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND SUGGESTED EVALUATION PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) FIGURING BILLS OF MATERIALS, (2) WORKING HOT METAL WORK, (3) GAS WELDING AND CUTTING, (4) BASIC ELECTRICITY, AND (5) RECORD KEEPING. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137, VT 014 138, AND VT 014 140 THROUGH VT 014 144. (GEB)

VT 014 140
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING METALS AND WELDING IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 70P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *WELDING; *METALS; OCCUPATIONAL INFORMATION; SHEET METAL WORK; MACHINE TOOLS

ABSTRACT - ONE OF 10 COURSE OF STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING METALS AND WELDING IN VOCATIONAL AGRICULTURE. ELEVEN OF THE 12 INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) DETERMINING JOB ENTRY REQUIREMENTS IN WELDING AND METAL FABRICATION, (2) MEETING SAFETY REQUIREMENTS, (3) SETTING UP AND USING OXYACETYLENE EQUIPMENT, AND (4) HEATING, SHAPING, ANNEALING, AND TEMPERING STEEL. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ON LEADERSHIP DEVELOPMENT AND RECORD KEEPING. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137 THROUGH VT 014 139 AND VT 014 141 THROUGH VT 014 144. (GEB)

VT 014 141
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING NATURAL RESOURCES IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP70 50P.

DESCRIPTORS - AGRICULTURAL EDUCATION;

*VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *NATURAL RESOURCES; CAREER OPPORTUNITIES; OCCUPATIONAL INFORMATION; WILDLIFE MANAGEMENT; RECREATION; CONSERVATION EDUCATION

ABSTRACT - ONE OF 10 COURSE OF STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING NATURAL RESOURCES IN VOCATIONAL AGRICULTURE. EIGHT OF THE NINE INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) THE NEED FOR AND PURPOSES OF CONSERVATION, (2) FORESTS--THEIR USE, MANAGEMENT AND PROTECTION, (3) OUTDOOR RECREATION, AND (4) OCCUPATIONAL WORK EXPERIENCE. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ABOUT LEADERSHIP DEVELOPMENT AND RECORD KEEPING. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137 THROUGH VT 014 140 AND VT 014 142 THROUGH VT 014 144. (GEB)

VT 014 142
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING AGRICULTURAL BUILDINGS IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 68P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; STUDY GUIDES; *TEACHING GUIDES; *BUILDING MATERIALS; OCCUPATIONAL INFORMATION; *BUILDING TRADES

ABSTRACT - ONE OF 10 COURSE STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING ABOUT AGRICULTURAL BUILDINGS IN VOCATIONAL AGRICULTURE. TWELVE OF THE 13 INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENTS LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) SAFETY IN THE SHOP AND ON THE JOB, (2) IDENTIFYING BUILDING MATERIALS, (3) PAINTING AGRICULTURAL FARM BUILDINGS, AND (4) LAYING CONCRETE BLOCK. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ON LEADERSHIP AND RECORDS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137 THROUGH VT 014 141, VT 014 143 AND VT 014 144. (GEB)

VT 014 143
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING AGRIBUSINESS IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 42P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; STUDY GUIDES; *TEACHING GUIDES; REFERENCE MATERIALS; *AGRIBUSINESS; *CAREER OPPORTUNITIES; BUSINESS RESPONSIBILITY; OCCUPATIONAL INFORMATION

ABSTRACT - ONE OF 10 COURSE STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING AGRIBUSINESS IN VOCATIONAL AGRICULTURE. SIX OF THE SEVEN INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHING MANAGEMENT ACTIVITIES, REFERENCES AND EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT TOPICS INCLUDE: (1) EXPLORING CAREERS IN AGRIBUSINESS, (2) UNDERSTANDING BUSINESS ORGANIZATIONS, AND (3) PLACING FOR OCCUPATIOTION ON LEADERSHIP, AND KEEPING RECORDS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137 THROUGH VT 014 142, AND VT 014 144. (GEB)

VT 014 144
DOWNS, ELVIN
A COURSE OF STUDY GUIDE FOR TEACHING FARM MACHINERY IN VOCATIONAL AGRICULTURE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY. OFFICE OF VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 57P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; STUDY GUIDES; *TEACHING GUIDES; REFERENCE MATERIALS; *AGRICULTURAL MACHINERY; FARM MANAGEMENT; *EQUIPMENT MAINTENANCE; CAREER OPPORTUNITIES; AGRICULTURAL SAFETY

ABSTRACT - ONE OF 10 COURSE STUDY GUIDES DEVELOPED BY THE DIVISION OF DISTRICT PROGRAMS THROUGH ORGANIZED CONFERENCES AND WORKSHOPS WITH TEACHERS AND OTHERS, THIS GUIDE IS FOR INSTRUCTOR USE IN TEACHING ABOUT FARM MACHINERY IN VOCATIONAL AGRICULTURE. EIGHT OF THE NINE INSTRUCTIONAL UNITS IN THIS DOCUMENT INCLUDE BOTH CURRICULAR AND STUDENT BEHAVIORAL OBJECTIVES, STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, REFERENCES AND EVALUATIVE PROCEDURES. THE MATERIAL IS DESIGNED TO HELP TEACHERS SAVE TIME, CHALLENGE STUDENTS FOR THE "WORLD OF WORK" AND EVALUATE RESULTS MORE READILY. UNIT

TOPICS INCLUDE: (1) ASSEMBLE FARM MACHINERY AND EQUIPMENT, (2) MAKE AN INVENTORY OF AGRICULTURAL MACHINERY AND EQUIPMENT, AND (3) OPERATE; MAINTAIN; AND REPAIR MATERIALS HANDLING EQUIPMENT. REFERENCE IS MADE TO OTHER GUIDES FOR INFORMATION ON LEADERSHIP AND RECORDS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 137 THROUGH VT 014 143. (GEB)

VT 014 146
HEINTZ, AMY D., COMP.
CONSUMER EDUCATION.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 216P.

DESCRIPTORS - *CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; HOME MANAGEMENT; MONEY MANAGEMENT; LEARNING ACTIVITIES; BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A 1-SEMESTER CONSUMER EDUCATION PROGRAM FOR STUDENTS FROM JUNIOR HIGH SCHOOL THROUGH ADULT LEVELS. UNITS ARE (1) THE CONSUMER IN OUR SOCIETY, (2) CONSUMER DECISION-MAKING, (3) MONEY AND DEMOCRACY IN HOME MANAGEMENT, (4) CONSUMER CREDIT AND BORROWING MONEY, (5) FOOD SHOPPING AT HOME AND IN THE MARKET, (6) FAMILY CLOTHING, (7) FAMILY TRANSPORTATION, (8) BUYING HEALTH CARE AND SERVICES, (9) BUYING PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) CONSUMER PROTECTION, (12) A HOME FOR YOUR FAMILY, (13) FURNISHINGS FOR THE HOME, AND (14) RECREATION AND LEISURE. EACH UNIT CONTAINS OBJECTIVES, LEARNING ACTIVITIES, CONCEPTS, AND RESOURCES. A BIBLIOGRAPHY OF TEACHING MATERIALS IS INCLUDED. (SB)

VT 014 147
LYNCH, RICHARD L.; WHITE, THOMAS R.
TRAINING PLANS FOR HIGH SCHOOL COOPERATIVE DISTRIBUTIVE EDUCATION PROGRAMS: A DEVELOPMENTAL PROJECT.

INDIANA UNIV., BLOOMINGTON. DIV. OF VOCATIONAL EDUCATION.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 97P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTOR COORDINATORS; PROGRAM DEVELOPMENT; *ON THE JOB TRAINING; COOPERATIVE EDUCATION; *EDUCATIONAL PLANNING; MANUALS; *SCHOOL INDUSTRY RELATIONSHIP; *TEACHING GUIDES

ABSTRACT - PREPARED BY TEACHER EDUCATORS, WITH THE AID OF PROJECT PARTICIPANTS, THIS MANUAL INCLUDES 19 TRAINING PLANS FOR USE IN PLANNING AND CONDUCTING THE WORK EXPERIENCE OF DISTRIBUTIVE EDUCATION STUDENTS. PRESENTED IN OUTLINE FORMAT EACH TRAINING PLAN SUGGESTS LEARNING ACTIVITIES, APPROXIMATES TIME, AND PROVIDES SPACE FOR EVALUATION AND INDIVIDUAL STUDY ASSIGNMENTS. SPECIFIC PLANS COVER AREAS SUCH AS: (1) ADVERTISING SERVICES, (2) AUTOMOTIVE, (3) FLORISTRY, (4) FOOD SERVICES, (5) HOME FURNISHINGS, (6) HOTEL AND LODGING, (7) PETROLEUM, AND (8) TRANSPORTATION. INCLUDED IN THIS TEACHING GUIDE IS A SUMMARY OF REPLIES TO AN INFORMAL SURVEY CONCERNING THE USE OF THE TRAINING PLANS THAT WERE RECEIVED FROM 42 STATE SUPERVISORS OF DISTRIBUTIVE EDUCATION. (JS)

VT 014 152
VOCATIONAL AGRICULTURE, COURSE OF STUDY GUIDELINES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
MF AVAILABLE IN VT-ERIC SET.
RESEARCH COORDINATING UNIT, STATE BOARD FOR VOCATIONAL EDUCATION, STATE OFFICE BUILDING, 900 EAST BOULEVARD, BISMARCK, NORTH DAKOTA 58501 (FREE)
PUB DATE - AUG69 35P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; SECONDARY EDUCATION; *TEACHING GUIDES; *AGRICULTURAL OCCUPATIONS; *PROGRAM PLANNING; COURSE CONTENT

ABSTRACT - INTENDED TO FURNISH INFORMATION ABOUT VOCATIONAL EDUCATION IN AGRICULTURE AND TO PROVIDE DIRECTION IN PLANNING A LOCAL COURSE OF STUDY, THIS TEACHER'S GUIDE CONTAINS CONTENT OUTLINES FOR VOCATIONAL AGRICULTURE COURSE OFFERINGS FOR GRADES 9-12. AN INTRODUCTORY SECTION PROVIDES A DEFINITION OF VOCATIONAL-TECHNICAL AGRICULTURE, EDUCATIONAL OBJECTIVES, DEFINITIONS OF EIGHT MAJOR INSTRUCTIONAL AREAS, DIFFERENT TYPES OF OCCUPATIONAL EXPERIENCE PROGRAMS, AND A DISCUSSION OF THE STUDENT LEADERSHIP DEVELOPMENT PROGRAM. (SB)

VT 014 154
ATWOOD, DALE D.; SLAATEN, DORIS
VOCATIONAL OFFICE EDUCATION FOR TOMORROW'S WORLD. A MANUAL FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION COORDINATORS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
RESEARCH COORDINATING UNIT, STATE BOARD FOR VOCATIONAL EDUCATION, STATE OFFICE BUILDING, 900 EAST BOULEVARD, BISMARCK, NORTH DAKOTA 58501 (FREE)
PUB DATE - JUN71 197P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; RESOURCE MATERIALS; PROGRAM DEVELOPMENT; *CHECK LISTS; GUIDELINES; STUDENT PLACEMENT; VOCATIONAL EDUCATION; RECORDS (FORMS); *MANUALS; PROGRAM EVALUATION

ABSTRACT - PREPARED BY BUSINESS EDUCATORS, THIS HANDBOOK WAS DEVELOPED TO SERVE THE OFFICE EDUCATION COORDINATOR IN TWO WAYS: (1) TO PROVIDE A REFERENCE HANDBOOK FOR THE BEGINNING COORDINATOR IN DEVELOPING A NEW PROGRAM IN COOPERATIVE OFFICE EDUCATION, AND (2) TO SERVE AS A GUIDE FOR REVIEWING AND

IMPROVING EXISTING COOPERATIVE OFFICE EDUCATION PROGRAMS. THE NOTEBOOK IS DESIGNED IN A COLOR CODED, LOOSE-LEAF FORMAT TO PROVIDE FLEXIBILITY IN UTILIZING THE SERIES OF CHECKLISTS AND FORMS WHICH IT CONTAINS. SECTIONS OF THE HANDBOOK INCLUDE: (1) PHASE I - DEVELOPMENT OF PROGRAM GOALS, (2) PHASE II - DEVELOPMENT AND REVIEW PROCEDURES FOR NEW AND ON-GOING PROGRAMS, (3) PHASE III - DEVELOPMENT OF CRITERIA FOR SELECTION OF STUDENT-LEARNERS, (4) PHASE IV - SELECTION OF STUDENT-LEARNERS, AND (5) PHASE V - DEVELOPMENT OF CRITERIA FOR SELECTION OF TRAINING STATIONS. OTHER SECTIONS OF THE MANUAL PERTAIN TO LABOR LAW REQUIREMENTS AND STATE BOARD OF EDUCATION FORMS AND REGULATIONS. ALSO INCLUDED ARE A GLOSSARY AND A BIBLIOGRAPHY. (AUTHOR/JS)

VT 014 164
BROWN, BOB, AND OTHERS
9TH GRADE CURRICULUM.

OREGON STATE UNIV., CORVALLIS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN70 32P.DEVELOPED IN A WORKSHOP (OREGON STATE UNIV., CORVALLIS, JUNE 1970)

DESCRIPTORS - *AGRICULTURAL EDUCATION; *GRADE 9; *CURRICULUM GUIDES; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; VOCATIONAL AGRICULTURE; TEACHING GUIDES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EMPLOYEE ATTITUDES

ABSTRACT - DEVELOPED BY A GROUP OF AGRICULTURE TEACHERS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING AGRICULTURE AT THE NINTH GRADE LEVEL. THE SEVEN AREAS INCLUDE: (1) AGRICULTURAL OCCUPATIONS, (2) LEADERSHIP, (3) AGRICULTURAL MECHANICS, (4) SOILS, (5) PLANT SCIENCE, (6) ANIMAL SCIENCE, AND (7) AGRICULTURAL BUSINESS MANAGEMENT. STATED BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES, A LIST OF RESOURCES, AND A SPACE TO RECORD THE TIME SCHEDULE IS PRESENTED IN A FIVE COLUMN FORMAT FOR EACH AREA. A LISTING OF ATTITUDES AND ATTRIBUTES THAT HAVE BEEN IDENTIFIED BY EMPLOYERS AS IMPORTANT FOR THEIR EMPLOYEES IS GIVEN. IT IS INTENDED FOR THIS GUIDE TO BE REVIEWED AND REVISED AFTER IT IS TESTED FOR 1-YEAR BY THE TEACHERS PARTICIPATING IN THE CONFERENCE. (GEB)

VT 014 174
HENDERSON, W. CHARLES
AUTO MECHANICS, INSTRUCTIONAL UNITS.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST SIXTH AVENUE, STILLWATER, OKLAHOMA 74074 ($10.00)
PUB DATE - 71 421P.

DESCRIPTORS - *AUTO MECHANICS; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; LEADERSHIP TRAINING; SAFETY EDUCATION; BEHAVIORAL OBJECTIVES; POWER MECHANICS; CAREER OPPORTUNITIES; TESTS; CURRICULUM GUIDES

ABSTRACT - PREPARED FOR THE DIVISION OF TRADE AND INDUSTRIAL EDUCATION, THIS CURRICULUM GUIDE IS INTENDED TO ASSIST AUTO MECHANICS INSTRUCTORS IN PREPARING STUDENTS FOR SUCCESSFUL CAREERS IN AUTOMOTIVE REPAIR AND MAINTENANCE. INSTRUCTIONAL UNITS ARE PROVIDED FOR THE AREAS OF: (1) SAFETY AND ORIENTATION, (2) LEADERSHIP, (3) ENGINE, (4) ELECTRICAL, (5) POWER TRAIN, AND (6) BRAKES AND FRONT END. EACH UNIT INCLUDES BOTH TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, TESTS, AND ANSWERS TO THE TESTS. SIX COLORS ARE USED TO CODE THE PARTS OF EACH UNIT. THE GUIDE IS ILLUSTRATED EXTENSIVELY WITH PICTURES AND DRAWINGS. (GEB)

VT 014 181
WITT, W.H.
BLOCKING AND TRIMMING SHEEP.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-1044
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.10)
PUB DATE - 71 9P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; *LIVESTOCK; ANIMAL SCIENCE; RESOURCE MATERIALS
IDENTIFIERS - *SHEEP

ABSTRACT - PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION, THIS STUDENT TEXT AND REFERENCE IS FOR USE IN HIGH SCHOOL OR ADULT CLASSES STUDYING PRODUCTION AGRICULTURE. CONTENTS OF THE 1 TO 2-HOUR UNIT COVER THREE PROBLEM AREAS IN THE BLOCKING AND TRIMMING OF SHEEP: (1) EQUIPMENT NEEDED, (2) TECHNIQUES OF BLOCKING SHEEP, AND (3) FINISHING THE TRIMMING OPERATION. THE REFERENCE IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. (AW)

VT 014 182
WITT, W.H.
BREEDS OF SWINE.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-1045
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.15)
PUB DATE - 71 13P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *PRODUCTION AGRICULTURE; RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION;

UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *SWINE

ABSTRACT - THIS 1 TO 3-HOUR UNIT ON SWINE BREEDS WAS PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION FOR USE AS A STUDENT TEXT AND REFERENCE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. THE TEXT PROVIDES GENERAL INFORMATION ON SWINE, FOLLOWED BY DESCRIPTIONS AND INFORMATION ON 11 SPECIFIC SWINE BREEDS AND THE TWO GENERAL SWINE CLASSIFICATIONS OF INBRED LINES AND MARKET HOGS. REPRESENTATIVE PHOTOGRAPHS OF MOST BREEDS ARE PROVIDED. (AW)

VT 014 183
COURSON, R.L.
SOUTHERN CORN LEAF BLIGHT.

ILLINOIS UNIV., URBANA. VOCATIONAL
AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-4051
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD
HALL, UNIVERSITY OF ILLINOIS, URBANA,
ILLINOIS 61801 ($.15)
PUB DATE - 71 13P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; *PLANT SCIENCE; *PLANT PATHOLOGY; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *SOUTHERN CORN LEAF BLIGHT

ABSTRACT - THIS STUDENT TEXT AND REFERENCE WAS PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. THE UNIT WAS ADAPTED FROM MATERIAL PREPARED FROM A COLLEGE-WIDE SEMINAR ON SOUTHERN CORN LEAF BLIGHT, INCLUDING: (1) THE CAUSE OF SOUTHERN CORN LEAF BLIGHT, (2) POSSIBILITIES OF REOCCURANCE OF THE BLIGHT, (3) HOW TO MINIMIZE THE RISK OF THE BLIGHT, (4) WHAT SEED TO BUY TO PREVENT THE BLIGHT, AND (5) RESEARCH ON THE BLIGHT. THE REFERENCE IS ILLUSTRATED WITH PHOTOGRAPHS AND DIAGRAMS. ONE TO 3 CLOCK HOURS SHOULD BE ALLOTTED FOR COVERAGE OF THE MATERIAL. (AW)

VT 014 184
COURSON, R.L.
TREE AND SHRUB INSECTS AND THEIR CONTROL.

ILLINOIS UNIV., URBANA. VOCATIONAL
AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-5005A
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD
HALL, UNIVERSITY OF ILLINOIS 61801 ($.45)
PUB DATE - 71 37P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *PRODUCTION AGRICULTURE; VOCATIONAL AGRICULTURE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *ENTOMOLOGY; *INSECTICIDES; PLANT SCIENCE

ABSTRACT - PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION, THIS STUDENT TEXT AND REFERENCE IS FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. CONTENTS OF THE REFERENCE INCLUDE: (1) GENERAL FACTS ABOUT INSECTS, (2) DESCRIPTIONS OF COMMON DESTRUCTIVE TREE AND SHRUB PESTS, ALPHABETICALLY ARRANGED ACCORDING TO HOST PLANT, AND (3) VARIOUS INSECT CONTROL MEASURES. SPRAY PREPARATION TABLES ARE APPENDED. NUMEROUS DRAWINGS AND PHOTOGRAPHS ILLUSTRATE THE TEXT. RECOMMENDED TIME FOR COVERAGE OF THE MATERIAL IS 2 TO 8 CLOCK HOURS. (AW)

VT 014 185
COURSON, R.L.
CORN INSECTS AND THEIR CONTROL.

ILLINOIS UNIV., URBANA. VOCATIONAL
AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-4040A
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD
HALL, UNIVERSITY OF ILLINOIS, URBANA,
ILLINOIS 61801 ($.25)
PUB DATE - 71 20P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *ENTOMOLOGY; PLANT SCIENCE

ABSTRACT - THIS STUDENT TEXT AND REFERENCE WAS PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION FOR USE IN HIGH SCHOOL OR ADULT CLASSES STUDYING PRODUCTION AGRICULTURE. ILLUSTRATED WITH NUMEROUS DRAWINGS AND PHOTOGRAPHS, THE REFERENCE COVERS FOUR PROBLEM AREAS: (1) INSECTS THAT ATTACK CORN SEED, (2) INSECTS THAT ATTACK ROOTS, (3) INSECTS THAT ATTACK STALKS, LEAVES, AND EARS, AND (4) CHEMICAL CONTROL. RECOMMENDED TIME FOR COVERING THE MATERIALS IS 2 TO 6 CLOCK HOURS. (AW)

VT 014 186
COURSON, R.L.
GROWING LILIES.

ILLINOIS UNIV., URBANA. VOCATIONAL
AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-5014
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD
HALL, UNIVERSITY OF ILLINOIS, URBANA,
ILLINOIS 61801 ($.25)
PUB DATE - 71 21P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *PLANT SCIENCE; *PLANT PROPAGATION
IDENTIFIERS - LILIES

ABSTRACT - PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION, THIS STUDENT TEXT AND REFERENCE IS FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. FOLLOWING GENERAL INFORMATION ON LILIES, CONTENTS COVER FOUR PROBLEM AREAS: (1) HOW LILIES ARE PROPAGATED, (2) TIMING LILIES FOR EASTER, (3) CARE OF EASTER LILIES, AND (4) GROWING GARDEN LILIES. FOUR METHODS OF GROWING LILIES FOR EASTER ARE OUTLINED IN THE APPENDIX. THE REFERENCE IS ILLUSTRATED WITH DRAWINGS AND PHOTOGRAPHS. RECOMMENDED TIME FOR COVERING THE MATERIAL IS 2 TO 6 CLOCK HOURS. (AW)

VT 014 187
ESPENSCHIED, R.F.
APPLYING ASPHALT ROOFING AND SIDING PRODUCTS.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-3035
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.30)
PUB DATE - 71 25P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS. *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); VOCATIONAL AGRICULTURE; *ROOFING; BUILDINGS; *CONSTRUCTION (PROCESS); ASPHALTS; BUILDING MATERIALS

ABSTRACT - PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL ENGINEERING FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES, THIS STUDENT TEXT AND REFERENCE DEALS WITH THE PROPER APPLICATION OF ASPHALT ROOFING AND SIDING. AREAS COVERED INCLUDE: (1) AVAILABLE ASPHALT ROOFING AND SIDING PRODUCTS, (2) ACCESSORIES NEEDED, (3) QUANTITY OF ROOFING NEEDED, (4) TYPE OF ROOFING MATERIAL NEEDED, (5) PREPARATION OF DECK FOR ROOFING, (6) APPLICATION OF STRIP SHINGLES, INDIVIDUAL SHINGLES, AND INTERLOCKING SHINGLES, (7) APPLICATION OF ROLL ROOFING, (8) APPLICATION OF ASPHALT SIDING, AND (9) WIND HAZARD TO ROOFING. THE REFERENCE IS ILLUSTRATED WITH NUMEROUS DRAWINGS AND DIAGRAMS. RECOMMENDED TIME FOR COVERING THE MATERIAL IS 2 TO 8 CLOCK HOURS. (AW)

VT 014 188
HANSEN, E.L.; ESPENSCHIED, R.F.
RECOMMENDED PRACTICES FOR BUILDING WITH CONCRETE MASONRY.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-3034
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.20)
PUB DATE - 71 17P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; VOCATIONAL AGRICULTURE; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); ADULT VOCATIONAL EDUCATION; *MASONRY; *CONSTRUCTION (PROCESS); BUILDINGS; BUILDING MATERIALS

ABSTRACT - PREPARED BY AN ASSOCIATE PROFESSOR OF AGRICULTURAL EDUCATION AND A PROFESSOR OF AGRICULTURAL ENGINEERING, THIS STUDENT TEXT AND REFERENCE IS FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. DESIGNED TO BE COVERED IN 1 TO 4 HOURS. CONTENTS ARE CONCERNED WITH EIGHT PROBLEM AREAS: (1) LAYING OUT THE BUILDING, (2) CONSTRUCTING FOOTINGS, (3) MIXING THE MORTAR, (4) LAYING THE FIRST COURSE, (5) LAYING BLOCK AT CORNERS, (6) BUILDING WALLS, (7) TOOLING MORTAR JOINTS, AND (8) SPECIAL MANSORY APPLICATIONS. THE REFERENCE IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS, DRAWINGS, AND DIAGRAMS. (AW)

VT 014 189
HERBST, J.H.
PLANNING TO HAVE AN ADEQUATE SIZE OF BUSINESS.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-2013A
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.10)
PUB DATE - 71 9P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; RESOURCE MATERIALS; *AGRIBUSINESS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; *FARM MANAGEMENT; UNITS OF STUDY (SUBJECT FIELDS); VOCATIONAL AGRICULTURE

ABSTRACT - THIS STUDENT TEXT AND REFERENCE WAS PREPARED BY AN AGRICULTURAL EDUCATION PROFESSOR FOR USE IN HIGH SCHOOL OR ADULT CLASSES STUDYING PRODUCTION AGRICULTURE. CONTENTS ARE CONCERNED WITH: (1) THE SIZE OF A PROFITABLE FARM BUSINESS, (2) HOW TO INCREASE THE SIZE OF THE FARM BUSINESS, AND (3) THE SIZE OF BUSINESS FOR THE PROBLEM FARM. RECOMMENDED TIME FOR COVERING THE MATERIAL IS 1 TO 2 CLOCK HOURS. (AW)

VT 014 190
HERBST, J.H.
PLANNING A PROFITABLE FARM BUSINESS.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-2001B
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.05)
PUB DATE - 71 5P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *AGRICULTURAL EDUCATION; RESOURCE MATERIALS; *AGRICULTURAL PRODUCTION; *FARM MANAGEMENT; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THIS STUDENT TEXT AND REFERENCE WAS PREPARED BY A PROFESSOR OF AGRICULTURAL EDUCATION AND FARM MANAGEMENT FOR USE IN HIGH SCHOOL OR ADULT CLASSES STUDYING PRODUCTION

AGRICULTURE. DESIGNED AS A 1 TO 3-HOUR UNIT, THE MATERIAL COVERS THREE PROBLEM AREAS: (1) RESOURCES USED IN FARM PRODUCTION, (2) FARM PLANNING AND MANAGEMENT, AND (3) STEPS IN FARM PLANNING. (AW)

VT 014 191
TROTTER, E.E.; HERBST, J.H.
HUMAN RELATIONS IN AGRICULTURAL BUSINESS.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT_ERIC SET.
VAS-6003
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.15)
PUB DATE - 71 13P.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; VOCATIONAL AGRICULTURE; *AGRIBUSINESS; *HUMAN RELATIONS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - PREPARED BY A PROFESSOR AND A GRADUATE ASSISTANT IN AGRICULTURAL EDUCATION, THIS STUDENT TEXT AND REFERENCE IS FOR USE IN HIGH SCHOOL OR ADULT PRODUCTION AGRICULTURE CLASSES. CONTENTS RELATE TO SUCH AREAS AS: (1) EVALUATING ONE'S PERSONAL APPEARANCE, (2) EFFECTIVE COMMUNICATION, (3) IMPORTANT PERSONALITY CHARACTERISTICS, (4) PROPER ETIQUETTE, (5) GETTING ALONG WITH BUSINESS ASSOCIATES, AND (6) CUSTOMER RELATIONS. RECOMMENDED TIME FOR COVERING THE MATERIAL IS 1 TO 3 CLOCK HOURS. (AW)

VT 014 193
SIMMONSON, HERBERT C.; RUSS, GEORGE
DRAFTING; A FIRST YEAR COURSE FOR THE COMPREHENSIVE SECONDARY SCHOOL.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT_ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - JUL71 97P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; DRAFTING; *ENGINEERING DRAWING; ARCHITECTUAL DRAFTING; *MANUALS; *TEACHING GUIDES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; FUNDAMENTAL CONCEPTS; RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY SUBJECT MATTER SPECIALISTS, THIS MANUAL IS FOR STUDENTS' USE IN LEARNING DRAFTING CONCEPTS IN THE COMPREHENSIVE SECONDARY SCHOOLS. ALTHOUGH THIS IS AN EXPLORATORY COURSE, THE STUDENT SHOULD GAIN ENOUGH EXPERIENCE TO BECOME PROFICIENT WITH INSTRUMENTS, EQUIPMENT, AND FUNDAMENTALS WITHIN THE 150 CLOCK HOURS ALLOTTED TO THE COURSE. IN THE FIRST UNIT, THE STUDENT IS EXPOSED TO DRAFTING FUNDAMENTALS, EQUIPMENT, LETTERING, AND SHAPE AND SIZE DESCRIPTION. MACHINE DRAWING AND ARCHITECTURAL DRAWING CONCEPTS MAKE UP THE NEXT TWO UNITS. THE FOURTH UNIT CONTAINS INFORMATION ON CHARTS AND GRAPHS AS WELL AS THOSE ADDITIONAL AREAS OF DRAFTING USED BY SEVERAL INDUSTRIES AND CALLED DEVELOPMENT, PIPING, AND ELECTRICAL DRAFTING. THERE ARE 59 PAGES OF RELEVANT DRAWINGS THAT MAY BE COPIED FOR USE ON THE OVERHEAD PROJECTOR. A LIST OF REFERENCE MATERIALS AND SUPPLEMENTARY INFORMATION FOR THE TEACHER IS INCLUDED. (GEB)

VT 014 194
SIDOTI, DOMINICK J.
BASIC IGNITION AND THE SUN OSCILLOSCOPE, INSTRUCTOR'S GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT_ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING-KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - OCT70 152P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *AUTO MECHANICS; *TEACHING GUIDES; *LABORATORY TECHNIQUES; *INSTRUCTIONAL MATERIALS; TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; ELECTRONIC EQUIPMENT; AUDIOVISUAL AIDS; ACHIEVEMENT TESTS; COURSE OBJECTIVES
IDENTIFIERS - *OSCILLOSCOPES

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TEACHING GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL AUTO MECHANICS AT THE HIGH SCHOOL LEVEL. THE PRIMARY PURPOSE IS TO HELP THE TEACHER IN PRESENTING INFORMATION ON THE USE OF ELECTRONIC DIAGNOSTIC EQUIPMENT, PARTICULARLY THE SUN OSCILLOSCOPE. THE 41 LESSONS ARE PRESENTED UNDER THE FOLLOWING NINE UNITS: (1) THE IGNITION CIRCUIT TEAM, (2) BATTERY, COIL, AND DISTRIBUTOR, (3) BASIC TIMING AND TIMING ADVANCE, (4) SPARK DELIVERY, (5) THE SUN SCOPE, (6) SUN SCOPE TEST, (7) SUN SCOPE INDICATIONS, (8) SUPERIMPOSED SCOPE PATTERNS, AND (9) COMPARISON TEST. EACH LESSON INCLUDES THE STATED OBJECTIVE, EQUIPMENT NEEDED, RELATED INFORMATION, AND A QUIZZ WITH ANSWERS. AN ACHIEVEMENT TEST IS INCLUDED FOR EACH UNIT AND 53 TRANSPARENCY MASTERS ARE PROVIDED. (GEB)

VT 014 195
NIKOL, VOJKAN
CARPENTRY; BLUEPRINT INTERPRETATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT_ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - JUN71 78P.

DESCRIPTORS - *BLUEPRINTS; *CARPENTERS; *BUILDING TRADES; DRAFTING; ILLUSTRATIONS; BIBLIOGRAPHIES; SECONDARY GRADES; *MANUALS; WOODWORKING; *TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - DEVELOPED BY DRAFTING INSTRUCTORS, THIS MANUAL IS FOR HIGH SCHOOL VOCATIONAL STUDENTS' USE IN LEARNING HOW TO READ BLUEPRINTS FOR THE CARPENTRY AND BUILDING TRADES. THE 31 LESSONS ARE INCLUDED IN THE MAJOR AREAS OF: (1) GRAPHIC REPRESENTATION, (2) PICTORIAL REPRESENTATION, (3) WORKING DRAWINGS, (4) STRUCTURAL BUILDING DETAILS--EXTERIOR, AND (5) STRUCTURAL BUILDING DETAILS--INTERIOR. EACH LESSON CONTAINS DIRECTIONS AND RELATED INFORMATION, AND MOST ARE ILLUSTRATED WITH LINE DRAWINGS. ILLUSTRATIONS OF THE CROSS SECTION OF A TREE TRUNK, THE SAWING OF LUMBER, COMMON CUTS IN WOOD, COMMON WOODS JOINT, A TABLE FOR NAILS, A WOOD SCREW TABLE, AND THE AMERICAN STANDARD PLUMBING SYMBOLS ARE APPENDED. A 37 QUESTION TEST AND A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 014 215

THE CARE AND CLEANING OF HOUSEKEEPING EQUIPMENT AND THE STORAGE ROOM IN HEALTH FACILITIES. A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE, ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PHS-PUB-930-C-20
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE 20.2511:C20 $.75)
PUB DATE - MAR71 59P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAMED TEXTS; PROGRAMED INSTRUCTION; *HEALTH FACILITIES; *MAIDS; HEALTH PERSONNEL; *CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS-SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL TECHNIQUES AND IMPORTANCE OF KEEPING EQUIPMENT AND STORAGE ROOMS CLEAN. EXAMINATIONS AND ANSWER KEYS ACCOMPANY THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 216 IN THIS ISSUE. (SB)

VT 014 216

PRINCIPLES OF INFECTION CONTROL IN HEALTH FACILITIES; A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE (DHEW), ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PHS-PUB-930-C-21
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE 20.2511:C21 $1.00)
PUB DATE - MAR71 81P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAMED TEXTS; PROGRAMED INSTRUCTION; *HEALTH FACILITIES; *MAIDS; HEALTH PERSONNEL; *CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL THE IMPORTANCE OF AND TECHNIQUES FOR CONTROLLING INFECTION. AN EXAMINATION AND ANSWER KEY ACCOMPANIES THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 215 IN THIS ISSUE. (SB)

VT 014 227

RECOMMENDED MINIMUM AEROSPACE MATERIALS FOR A SCHOOL SYSTEM.

WISCONSIN STATE DEPT. OF TRANSPORTATION, MADISON. DIV. OF AERONAUTICS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 10P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *AEROSPACE TECHNOLOGY; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *CATALOGS; PAMPHLETS; ORGANIZATIONS (GROUPS); BOOKS; AUDIOVISUAL AIDS

ABSTRACT - PREPARED BY THE DIVISION OF AERONAUTICS, THIS DOCUMENT LISTS BOOKS, MAGAZINES, PAMPHLETS, FILMSTRIPS, AND FILM CATALOGUES OF RECOMMENDED AEROSPACE MATERIALS FOR SCHOOL SYSTEMS. THE LIST OF TEN BOOKS INCLUDES THE PUBLISHER'S ADDRESS, THE INTENDED GRADE LEVEL, PUBLICATION DATE, AND THE APPROXIMATE COST. TWO MAGAZINES AND SEVEN AUDIO-VISUAL MATERIALS ARE LISTED ALONG WITH THE PUBLISHER'S ADDRESS, THE SUGGESTED GRADE LEVEL AND THE APPROXIMATE COST. FOUR ORGANIZATIONS ARE GIVEN WITH THEIR ADDRESSES, THE PUBLICATIONS THEY OFFER, AND THEIR MEMBERSHIP FEES. THE SOURCE AND APPROXIMATE COST ARE GIVEN FOR EACH OF THE SEVEN PAMPHLETS LISTED. (GEB)

VT 014 237 ED 056 238

MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), FALL 1971.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$67.98 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 71 21,531P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); *MICROFICHE; DOCUMENTATION; *INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN THE FALL 1971 ISSUE (VT 014 129) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM)

ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEX FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 014 253
HIGHWAY SURVEYING, INSTRUCTOR'S GUIDE FOR AN ADULT COURSE. HIGHWAY TECHNICIANS PROGRAM UNIT III.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 172P.

DESCRIPTORS - HIGHWAY ENGINEERING AIDES; *ENGINEERING TECHNICIANS; *ENGINEERING TECHNOLOGY; *ROAD CONSTRUCTION; *INSTRUCTIONAL MATERIALS; TECHNICAL EDUCATION; *TEACHING GUIDES; RETRAINING; LESSON PLANS
IDENTIFIERS - SURVEYING

ABSTRACT - DESIGNED THROUGH A COOPERATIVE EFFORT BY THE NEW YORK DEPARTMENT OF TRANSPORTATION AND THE STATE DEPARTMENT OF EDUCATION, THIS TEACHING GUIDE IS FOR USE IN A PROGRAM OF HIGHWAY SURVEYING. THE INTENT IS TO IMPROVE THE SKILLS AND TECHNICAL KNOWLEDGE OF PEOPLE IN LOWER-LEVEL TECHNICIAN JOBS IN ORDER TO OVERCOME THE SHORTAGE OF NEEDED HIGHWAY TECHNICIANS AND ENGINEERS. EACH OF THE 14 LESSONS IN THIS GUIDE INCLUDES ENOUGH SUBJECT MATTER FOR ABOUT 2 1/2 HOURS OF CLASSROOM INSTRUCTION. TOPICS INCLUDE: (1) ELEMENTS OF SURVEYING, (2) MEASURING DISTANCES, (3) LEVELING, (4) MEASUREMENT OF ANGLES AND DIRECTIONS, (5) THE TRANSIT, (6) THE TRAVERSE AND STADIA SURVEYING, (7) PRINCIPLES OF FIELD ASTRONOMY, AND (8) HORIZONTAL AND VERTICAL CURVATURE. THE LESSONS INCLUDE OBJECTIVES, CONTENT OUTLINE, TEACHING POINTS AND TECHNIQUES, QUESTIONS FOR REVIEW AND ASSIGNMENTS. AN OBJECTIVE FINAL EXAMINATION IS INCLUDED. (GEB)

VT 014 262
IMPROVING CLERICAL OFFICE SKILLS. A SUGGESTED ADULT BUSINESS EDUCATION COURSE.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
PUB DATE - 71 72P.

DESCRIPTORS - *ADULT EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CLERICAL WORKERS; *BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING GUIDES; EDUCATIONAL OBJECTIVES; TEACHING TECHNIQUES; COURSE CONTENT

ABSTRACT - PREPARED WITH THE ASSISTANCE OF AN ADVISORY COMMITTEE, THIS TEACHING GUIDE WAS DEVELOPED FOR USE IN AN ADULT CLERICAL EDUCATION PROGRAM. ARRANGED IN OUTLINE FORMAT, THE 10 LESSONS TREAT SUCH TOPICS AS: (1) GRAMMAR AND LANGUAGE SKILLS, (2) SPELLING, (3) VOCABULARY IMPROVEMENT, (4) READING COMPREHENSION, (5) OFFICE MATHEMATICS, (6) FILING SKILLS, (7) TELEPHONE TECHNIQUES, (8) BUSINESS MACHINES, (9) TECHNIQUES FOR FINDING EMPLOYMENT, AND (10) HOW TO TAKE A CIVIL SERVICE EXAMINATION. EACH OF THE 2-HOUR LESSONS ALSO INCLUDE CONTENT OUTLINE, CONTENT DETAILS AND TEACHING TIPS, AND EDUCATIONAL OBJECTIVES. TYPING IS RECOMMENDED AS A PRE-REQUISITE. (JS)

VT 014 269
PLASTICS EDUCATION GUIDE.

SOCIETY OF THE PLASTICS INDUSTRY, INC., NEW YORK, N.Y. COMMITTEE ON PLASTICS EDUCATION.
PLASTICS EDUCATION FOUNDATION, GREENWICH, CONN.
MF AVAILABLE IN VT-ERIC SET.
PLASTICS EDUCATION FOUNDATION, FOUR LORNA LANE, LOUDONVILLE, N.Y. 12211 ($1.00; 2 OR MORE-$.60)
PUB DATE - 70 51P.1970 REVISION.

DESCRIPTORS - *VOCATIONAL EDUCATION; *RESOURCE MATERIALS; *BIBLIOGRAPHIC CITATIONS; *PLASTICS; *CURRICULUM GUIDES; SECONDARY EDUCATION; COLLEGES; EQUIPMENT; INSTRUCTIONAL AIDS

ABSTRACT - REVISED BY THE PLASTICS EDUCATION FOUNDATION, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST AND ENCOURAGE EDUCATIONAL INSTITUTIONS ON ALL LEVELS AND FIRMS IN THE PLASTICS INDUSTRY IN PREPARING AND PRESENTING PLANNED PROGRAMS OF STUDY IN PLASTICS. CONTENTS INCLUDE: (1) EDUCATIONAL LEVELS AND COURSE OUTLINES, (2) REFERENCE SOURCES, (3) TRADE AND PROFESSIONAL ASSOCIATIONS, AND (4) EQUIPMENT AND SUPPLIES. REPRESENTATIVE COURSE OUTLINES ARE GIVEN FOR SECONDARY GRADES AND COLLEGES AND UNIVERSITIES. THE REFERENCE SOURCES SECTION PRESENTS A LISTING OF NUMEROUS BOOKS, TRADE PUBLICATIONS, AND INDUSTRY LITERATURE. THIS IS A REVISION OF THE DOCUMENT AVAILABLE AS VT 005 291 (AIM FALL 1971). (GEB)

VT 014 317
CURRICULUM GUIDE FOR TRADE AND INDUSTRIES AUTOMOTIVE MECHANICS PROGRAMS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.
CLEMSON UNIV., S.C.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($2.50)
PUB DATE - 71 103P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *AUTO MECHANICS; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; LESSON PLANS; BIBLIOGRAPHIES; PROGRAM PLANNING; *STATE CURRICULUM GUIDES; COURSE CONTENT

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTORS AND ADMINISTRATORS TO USE IN PLANNING TRADE AND INDUSTRIAL COURSES IN THE AUTOMOTIVE TRADES CLUSTER FOR SECONDARY SCHOOLS. THE PURPOSE OF THE COURSE IS TO PROVIDE THE STUDENTS WHO HAVE AN INTEREST IN AN APTITUDE FOR AUTOMOTIVE REPAIR WORK WITH THE DESIRABLE ATTITUDES, SKILLS AND KNOWLEDGE REQUIRED FOR ENTRY EMPLOYMENT IN THIS FIELD. THIS 2-YEAR PROGRAM IS DESIGNED FOR 3 HOURS PER DAY FOR A TOTAL OF 540 HOURS PER YEAR AND IS OPEN TO ELEVENTH AND TWELFTH GRADES. COMMON COURSE TOPICS FOR THE TWO YEARS INCLUDE: (1) ORIENTATION, (2) BASIC ENGINES, (3) ELECTRICAL CIRCUITS, (4) FUELS, (5) TUNE-UPS, (6) BRAKE SYSTEMS, (7) WHEEL ALIGNMENT, (8) WHEEL BALANCING, (9) STEERING AND STEERING CONTROL, (10) SUSPENSION SYSTEMS, (11) CLUTCH SYSTEMS, (12) STANDARD TRANSMISSIONS, (13) DRIVESHAFTS AND UNIVERSAL JOINTS, (14) DIFFERENTIAL AND FINAL DRIVE, (15) AUTOMOTIVE ACCESSORIES, AND (16) HUMAN RELATIONS. LISTS OF SUGGESTED REFERENCE BOOKS, AVAILABLE PAMPHLETS, PERIODICALS,35 AND 16 MM FILMS, AND CATALOGUES ARE APPENDED. (GEB)

VT 014 323
THE DOWNTOWN TEACHER: A HANDBOOK FOR TRAINING SPONSORS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($0.25)
PUB DATE - 70 14P.1970 REVISION

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *RESOURCE MATERIALS; TEACHER ROLE; PROGRAM COORDINATION; COOPERATIVE EDUCATION; *RESOURCE STAFF ROLE; *EMPLOYERS

ABSTRACT - DEVELOPED AS A HANDBOOK FOR THE "DOWNTOWN TEACHER," THIS PAMPHLET DIRECTED TO THE EMPLOYER, EXPLAINS THE IMPORTANCE AND THE ROLE OF THE TRAINING SPONSOR IN DISTRIBUTIVE EDUCATION. THE DOCUMENT IS POCKET SIZE, AND THE DATA, PRESENTED IN CLEAR, CONCISE LANGUAGE, INCLUDE: (1) MESSAGE TO THE EMPLOYER, (2) THE BASIC GOALS OF THE DISTRIBUTIVE EDUCATION INSTRUCTIONAL PROGRAMS, (3) RESPONSIBILITIES OF THE TRAINING SPONSOR, (4) THE ROLE OF THE SPONSOR, AND (5) THE ROLE OF THE TEACHER. THE PAMPHLET SHOULD BE USEFUL IN ORIENTING THE "DOWNTOWN TEACHER" TO HIS RESPONSIBILITIES AND PROVIDE HIM WITH A CLOSER RELATIONSHIP TO THE SCHOOL'S DISTRIBUTIVE EDUCATION PROGRAM. (JS)

VT 014 324
DISTRIBUTIVE EDUCATION I: SUGGESTED TEACHING CALENDAR.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 18P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; SECONDARY EDUCATION; RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS; CAREER PLANNING; *VOCATIONAL COUNSELING; *SALESMANSHIP; TEACHING TECHNIQUES; *SCHOOL CALENDARS

ABSTRACT - DEVELOPED BY A VOCATIONAL EDUCATION MEDIA CENTER, THIS TEACHING GUIDE/CALENDAR SHOULD BE OF VALUE IN PLANNING ACTIVITIES FOR DISTRIBUTIVE EDUCATION I CLASSES IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS. THE CALENDAR IS ARRANGED IN A TABULAR FORMAT AND INCLUDES SUGGESTED TEACHING METHODS AND INSTRUCTIONAL AIDS AS WELL AS DATES. TOPICS OUTLINED INCLUDE: (1) ORIENTATION, (2) HOW TO APPLY FOR JOB, (3) LIKELY FIRST JOBS, (4) PERSONALITY IN ACTION, (5) FOUNDATION FOR SELLING, (6) SALES PRESENTATION, (7) COMMUNICATIONS, (8) INTRODUCTION TO MATHEMATICS, AND (9) BASIC ORGANIZATION OF DISTRIBUTION. (JS)

VT 014 325
DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; INDEX OF TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($3.00)
PUB DATE - 71 27P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *YOUTH CLUBS; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *TRANSPARENCIES; *COCURRICULAR ACTIVITIES; LEADERSHIP TRAINING; STUDENT ORGANIZATIONS
IDENTIFIERS - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - DEVELOPED BY A MEDIA CENTER, THESE TRANSPARENCIES WERE PREPARED FOR USE WITH YOUTH CLUBS IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL SCHOOLS. THE 23 TRANSPARENCIES IN THE FOLDER RELATE TO VARIOUS FEATURES OF THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA). THEMES OF THE TRANSPARENCIES INCLUDE: (1) ON THE JOB TRAINING OR PROJECTS, (2) LEVELS OF DECA, (3) CHAPTER ACTIVITIES, (4) DECA SCHOLARSHIP AWARDS, (5) COMPETITIVE ACTIVITIES--INDIVIDUAL, (6) CONFERENCES, (7) DECA ACTIVITY CALENDAR, AND (8) ESSENTIALS FOR A GOOD DECA CHAPTER. THOSE COLOR-CODED TRANSPARENCIES REPRESENT A REVISION OF A PREVIOUS SET PROCESSED AS VT 008 944 AIM WINTER, 1969. (JS)

VT 014 326
ELECTRICITY TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION

MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($10.00)
PUB DATE - 70 140P.

DESCRIPTORS - *ELECTRICITY; *TRADE AND INDUSTRIAL EDUCATION; AUDIOVISUAL AIDS; *TRANSPARENCIES; INSTRUCTIONAL MATERIALS; ELECTRONICS

ABSTRACT - DEVELOPED BY HIGH SCHOOL ELECTRICITY AND MEDIA CENTER STAFF, THESE TRANSPARENCIES ARE FOR INSTRUCTORS' USE IN TRADE AND INDUSTRIAL EDUCATION PROGRAMS FOR TEACHING COURSES RELATED TO ELECTRICAL OCCUPATIONS. THIS PACKET INCLUDES BOTH THE 64 TRANSPARENCIES AND THE MASTER FOR EACH. SAMPLE TOPICS INCLUDE: (1) ELECTRONIC FORCES, (2) THERMOCOUPLE, (3) MAGNETISM, (4) RESISTANCE, (5) OHM'S LAW, (6) VOLTMETER-A.C. AND D.C., (7) OHMMETER, (8) PARALLEL AND SERIES CIRCUITS, (9) CONDUCTORS, (10) INSULATORS, AND (11) ELECTROPLATING. (GEB)

VT 014 329
BURKETT, VERNER; MATTOX, RONALD
TRADES AND INDUSTRIES OPPORTUNITIES IN SOUTH CAROLINA FOR YOUTH.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 35P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *COURSE DESCRIPTIONS; *OCCUPATIONAL GUIDANCE; SECONDARY SCHOOLS; PROGRAM DESCRIPTIONS; INSTRUCTIONAL MATERIALS; *EDUCATIONAL OPPORTUNITIES; STATE SCHOOLS; AREA VOCATIONAL SCHOOLS
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - DEVELOPED BY MATERIALS SPECIALISTS, TEACHER EDUCATORS AND SUPERVISORS, THIS DOCUMENT IS FOR OCCUPATIONAL GUIDANCE USE ON THE SECONDARY SCHOOL LEVEL. THE TRADE AND INDUSTRIAL COURSES DESCRIBED IN THE PUBLICATION ARE OFFERED IN THE SOUTH CAROLINA HIGH SCHOOLS AND AREA VOCATIONAL CENTERS. THE 30 OCCUPATIONAL AREAS INCLUDE: (1) APPLIANCE REPAIR, (2) AUTOMOTIVE MECHANICS, (3) AVIATION-TECHNOLOGY, (4) COSMETOLOGY, (5) ELECTRICITY-ELECTRONICS, (6) GRAPHIC COMMUNICATIONS, (7) POWER MECHANICS, (8) SHEET METAL, (9) SMALL ENGINE REPAIR, (10) TEXTILES, AND (11) WELDING. PERTINENT INFORMATION IS GIVEN ABOUT EACH AREA, PLUS INSTRUCTIONAL TOPICS TO BE COVERED. PICTURES ARE USED THROUGHOUT THE PUBLICATION. (GEB)

VT 014 337
BURKETT, B. VERNER
LOCATING AND SECURING A JOB.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($0.50)
PUB DATE - 70 35P.

DESCRIPTORS - *VOCATIONAL EDUCATION; MANUALS; JOB PLACEMENT; *HIGH SCHOOL STUDENTS; *JOB APPLICATION; *BEHAVIOR; GUIDELINES; *EMPLOYMENT INTERVIEWS

ABSTRACT - PREPARED BY A MEDIA CENTER STAFF, THIS MANUAL IS FOR STUDENT USE IN LEARNING HOW TO SECURE A JOB. THE UNIT WAS WRITTEN PRIMARILY FOR HIGH SCHOOL STUDENTS WHO ARE ENROLLED IN A VOCATIONAL EDUCATION COURSE. TOPICS INCLUDE: (1) SECURING A JOB, (2) DECIDING WHAT KIND OF WORK YOU WOULD LIKE TO DO, (3) LOCATING JOB OPENINGS, (4) DECIDING WHERE YOU WOULD LIKE TO WORK AND ARRANGING FOR A JOB INTERVIEW, (5) FILLING IN THE JOB APPLICATION, (6) BEING INTERVIEWED, AND (7) ACCEPTING OR REFUSING THE JOB. SAMPLE LETTERS, PROPER DRESS HABITS AND QUESTIONS ARE GIVEN. (GEB)

VT 014 338
CAMPBELL, BROY SHEALY
RETAIL CREDIT TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
($1.50)
PUB DATE - 71 21P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RETAILING; *CREDIT (FINANCE); *TRANSPARENCIES; SECONDARY EDUCATION; VOCATIONAL EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS. THE 18 TRANSPARENCIES IN THE FOLDER TREAT RETAIL CREDIT TOPICS SUCH AS: (1) WHAT IS CREDIT?, (2) TWO KINDS OF CREDIT, (3) ADVANTAGES OF CREDIT EXTENSION--LARGER SALES, (4) ADVANTAGES OF CREDIT EXTENSION--ATTRACT CUSTOMERS, (5) DISADVANTAGES OF EXTENDING CREDIT--COLLECTION COSTS AND LOSSES, (6) ADVANTAGES OF INSTALLMENT CREDIT, (7) HOW A BANK CREDIT CARD SYSTEM OPERATES, AND (8) KEYS TO GOOD CREDIT. THESE READY-TO-USE TRANSPARENCIES WERE PREPARED USING TWO COLORS--RED AND BLACK. A RELATED DOCUMENT IS AVAILABLE AS VT 014 339 (IN THIS ISSUE). (JS)

VT 014 339
CAMPBELL, BROY SHEALY
RETAIL CREDIT.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION

MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($3.00)
PUB DATE - 70 58P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING GUIDES; *RETAILING; *CREDIT (FINANCE); CONSUMER ECONOMICS; EDUCATIONAL OBJECTIVES; SECONDARY EDUCATION; *TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION TEACHER, THIS TEACHING GUIDE SUGGESTS MATERIAL FOR COURSE CONTENT IN DISTRIBUTIVE EDUCATION II CLASSES ON THE SECONDARY LEVEL. ARRANGED IN OUTLINE FORMAT, THE GUIDE INCLUDES FOUR UNITS ON RETAIL CREDIT WHICH ARE: (1) CONSUMER CREDIT IN TODAY'S ECONOMY, (2) RETAIL CREDIT POLICIES AND PROCEDURES, (3) CONTROLLING AND COLLECTING CREDIT ACCOUNTS, AND (4) THE INDIVIDUAL'S CREDIT RECORD. EACH UNIT CONTAINS TEACHING OBJECTIVES, SUGGESTED RESOURCE MATERIALS, A UNIT REVIEW, AND SUGGESTED TEST QUESTIONS. A SET OF TRANSPARENCIES DEVELOPED TO ACCOMPANY THIS GUIDE IS AVAILABLE AS VT 014 338 (IN THIS ISSUE). (JS)

VT 014 347
SMALL GASOLINE ENGINES--IGNITION SYSTEM REPAIR. AN INDIVIDUAL INSTRUCTIONAL MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.50)
PUB DATE - 71 56P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *POWER MECHANICS; *MANUALS; *GUIDES; INSTRUCTIONAL MATERIALS; ENGINES; INDIVIDUALIZED INSTRUCTION; TRADE AND INDUSTRIAL EDUCATION; PROGRAMED INSTRUCTION

ABSTRACT - PREPARED BY A TEACHER COMMITTEE, THIS MANUAL IS FOR STUDENT USE IN AGRICULTURAL AND OTHER MECHANICS PROGRAMS STUDYING REPAIR OF IGNITION SYSTEMS OF SMALL GASOLINE ENGINES. THIS PUBLICATION WAS TESTED AND EVALUATED BY 19 SCHOOLS, AND STUDENTS USING IT SCORED SIGNIFICANTLY HIGHER ON THE OBJECTIVE TEST THAN THOSE WHO WERE TAUGHT BY THE TRADITIONAL METHOD. PRECEDING THE USE OF THIS MANUAL THE STUDENT SHOULD HAVE HAD INSTRUCTION IN THE BASIC PRINCIPLES OF OPERATION OF SMALL GASOLINE ENGINES, PROPER USE OF HAND TOOLS, AND SHOP SAFETY. THE UNIT IS DESIGNED FOR INDIVIDUAL STUDENT USAGE WITH A MINIMUM OF TEACHER INVOLVEMENT, WHICH ALSO ALLOWS STUDENTS TO PROGRESS AT THEIR OWN SPEED. TOPICS INCLUDE: (1) PARTS IDENTIFICATION, (2) SPARK PLUG REMOVAL AND CLEANING, (3) AIR CLEANER REMOVAL, (4) REMOVING AND INSTALLING THE FLYWHEEL, (5) IDENTIFYING IGNITION SYSTEM PARTS, (6) REMOVING AND INSTALLING CONTACT POINTS, AND (7) TESTING THE IGNITION SPARK. A RELATED DOCUMENT IS AVAILABLE IN ARM VOL. 5, NO. 2 AS VT 014 318. (GEB)

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AKRON PUBLIC SCHOOLS, OHIO.
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DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS; EDUCATIONAL PHILOSOPHY; CURRICULUM; *COURSE DESCRIPTIONS; *BULLETINS; *CITY WIDE PROGRAMS
IDENTIFIERS - *AKRON PUBLIC SCHOOLS

ABSTRACT - PREPARED BY THE AKRON PUBLIC SCHOOLS, THIS MANUAL WAS COMPILED TO GIVE AN OVERVIEW OF THEIR VOCATIONAL EDUCATION PROGRAM. PHILOSOPHY, CURRICULUM, AND GENERAL INFORMATION COMPRISE THE FIRST FEW PAGES, FOLLOWED BY A BRIEF OUTLINE AND DESCRIPTION OF THE SIXTEEN VOCATIONAL COURSES. COURSES INCLUDE: (1) AUTO COLLISION, (2) AUTO MECHANICS, (3) CARPENTRY, (4) COMMERCIAL ART, (5) COSMETOLOGY, (6) DENTAL ASSISTANT, (7) DRAFTING, (8) ELECTRICITY/ELECTRONICS, (9) MACHINE SHOP, (10) PRINTING, (11) SHEET METAL, (12) BOOKKEEPING, (13) CLERICAL, (14) DATA-PROCESSING, (15) OFFICE DUPLICATING, AND (16) STENOGRAPHER. PICTURES AND ILLUSTRATIONS ARE USED THROUGHOUT THE PUBLICATION. (GEB)

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